

Résumé and CV Guide



260 University Center
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**The Résumé Scoring Matrix on pages 13-18 was inspired by and adapted from "Will your Résumé Open the Door to an Interview?", Amy Diepenbrock, (Spring, 2009). Job Choices, p. 35.*

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Introduction

Do you need to write a Résumé or CV?

Whether you are a freshman or graduate student, at some point in your academic career you will need a résumé or CV to present your education, skills and experiences to a potential employer or graduate school. Writing a résumé takes time and requires a summary of what you have accomplished within the last 5 to 10 years. A CV covers more years when appropriate.

University Career Services has created this resource packet to assist you in writing an effective résumé or CV, which is your marketing tool for jobs, internships and graduate school. Carefully read through the suggested instructions and sample formats before writing your résumé or CV. Remember, you are marketing yourself on paper. To help you get started using this packet, here are some tips:

1. Remember, the résumé and CV are used to get you an interview, not the job
2. Know the type of job or school you are seeking (part-time, full-time, internship, or graduate/professional school)
3. Consider your background which can be comprised of: education, work experience, accomplishments, volunteer, leadership, activities, skills, computer or language abilities
4. Have a copy of the job description before writing a targeted résumé
5. Select a format that fits your major, professional background, and your intent
6. Create your document free form in Microsoft Word as internet and software templates often inhibit formatting and editing and make future updates almost impossible
7. Use action verbs in bullet statements that demonstrate your transferable skills

Once you have completed your résumé, ask yourself if your résumé will sell you for the opportunity you are seeking. Review the job description again before sending any résumé. If your résumé does not demonstrate how you have the required skills stated in the employer's job description, you are limiting your chances for receiving an interview. It is up to the job seeker to tell the reader how he or she meets the requirements.

The CV (or Curriculum Vitae – and some people say “curriculum vita”) is typically used by researchers in industry and almost always used by college academics (professors, lecturers, part-time teachers). The CV is also commonly used by administrators on college/university campuses, especially if they have an advanced degree. Many people have both, a CV and a résumé. The logic is that the CV can be very long and will document all of one's professional preparation while a résumé is one or two pages only and summarizes one's preparation. Both are good to have if one ever plans to apply to academic or research settings. For further instruction on writing a CV, please refer to page 49 of this packet.

Résumé Effectiveness and Disclaimer:

University Career Services makes every effort to ensure that the information in this packet is accurate and the packet is a helpful resource for students and alumni. The attached samples can be modified based on personal preference and are not inclusive of all résumé examples. UCS believes there are many effective résumé styles; UCS does not promote one specific style. Résumé effectiveness is partly based on format, clarity, information accuracy, readability, and knowledge of professional standards associated with one's academic discipline. Effectiveness also relies on the reader's (i.e., a recruiter) résumé review skills. Therefore, a lot goes into an effective résumé. Please feel free to consult the UCS staff in room 260 Monday-Friday between 9:00am – 3:00pm for assistance regarding your individual work experience and academic background.

Types of Résumés

There are several basic types of résumés used to apply for job openings. Depending on your personal circumstances, you may choose a chronological, functional, combination, or a targeted résumé.

Chronological Résumé:

A chronological résumé starts by listing your work history with the most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first. This type of résumé works well for job seekers with a strong, solid work history.

Sample Chronological Résumé

Page 18

Functional Résumé:

A functional résumé focuses on your skills and experience. It is used most often by people who are changing careers or who have gaps in their employment history. A functional résumé can also be effective for students who have never worked; it focuses on transferable skills.

Sample Functional Résumé

Pages 19, 20

Combination Résumé:

A combination résumé lists your skills and experience first. Your employment history is listed next. With this type of résumé you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history.

Sample Combination Résumé

Page 26

Targeted Résumé:

A targeted résumé is a résumé that is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for. It definitely takes more work to write a targeted résumé than to just click to apply with your existing résumé. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

Sample Targeted Résumé

Page 27

When to Write a CV or Résumé

A CV is primarily used for academic or research positions. It is usually longer and more comprehensive and lists your academic experiences and accomplishments. You will include research interests, papers published and academic conferences attended. If you are applying for a teaching or research position, you will be asked for a CV. If you need to write a CV, samples begin on page 54.

A résumé is a summary of your skills, education, and experience. You can choose from a variety of formats beginning on page 19.

The chart below will help you decide which one to use.

CV	Situation	Résumé
	Undergraduate student applying for an entry-level career position in a corporation or non-profit.	X
	Education student applying for a teaching job.	X
	Undergrad applying for an internship.	X
	Masters level student seeking a teaching job in the public schools.	X
	Undergrad applying for a government internship.	X
X	Graduate student applying for a government internship.	X
	Chemistry student (undergrad) with some lab research experience and one presentation, seeking a new job in a lab.	X
X	Chemistry student (graduate) with lab research and presentation experience, seeking a new job in a lab.	
X	PhD student seeking a teaching position.	
	Masters student applying to get into a graduate program – non-research	X
X	Masters student applying to get into a graduate program – research	
X	Graduate student applying for a GRA position on campus.	X
X	Grad student applying for a research grant.	
X	Just completed doctoral degree – applying for a research position with Dow Chemicals.	X

Objective Statement

When to have an objective:

If you are writing a cover letter for a job application, you often do not need to have an objective because sufficient detail beyond the objective is clearly stated in your cover letter.

If you will be distributing your résumé at a career fair or networking event, then it is wise to include an objective because, if not included, the employer will have to guess what you want.

What is an objective?

What is the Georgia State Panthers' objective in a football game? To score points or to win the game. This objective is simple, easy to understand, and focused. Your objective should be this way too! When you write run-on sentences and verbose prose, it does not impress and rather leaves the reader a bit confused.

The following are examples of POORLY written objectives:

Seeking a challenging position where I can use my skills and degree in a growing company that has opportunity for advancement

To obtain a responsible (*as opposed to irresponsible?*) and challenging (*what, you don't like dull work?*) position where my education and work experience will have valuable application (*like finding a cure for cancer?*)

Below are examples of effective objective statements:

To obtain a full-time position in the hospitality industry involving event planning, international customer service and business operations

To obtain a part-time position involving customer service and administrative duties

Tips on writing effective objective statements:

You do not need to state the specific job and company you are applying to; however, you do want to at least describe the type of position (full-time, part-time, internship) and the general tasks you would like to perform.

Remember to keep the objective statement concise (no longer than two lines).

If you would like further assistance, please consult a University Career Services staff member in room 260 University Center Monday – Friday between 9:00am – 3:00pm.

Transferable Skills

Transferable skills are skills that can be used across most (if not all) jobs – hence calling them “transferable.” As such, these skills are not specific to a particular training program or major. Below is a list of the top transferable skills employers and graduate schools like to see expressed on a résumé, in addition to profession-specific skills and experiences. Of course, you won’t be able to document them all – but highlighting your top transferrable skills is very wise.

The chart also provides some suggestions as to where and how you might develop these skills. Getting formally involved in student organizations, activities, and campus life are very good approaches to developing these skills.

One of the essential “résumé-to-interview” skills is knowing how to talk about your transferable skills in a developmental way. That is, using the STAR interview method (Situation, Task, Action, Result), know how to talk about the skill as it relates to you, how you developed the skill, and the importance of the skill. This sort of dialogue occurs during the interview, but preparing as you write your résumé makes it easier to discuss.

Note: Transferable skills are also called: employability skills, soft skills, work-place skills... The skills sometimes have different formal names, but the concepts are similar.

Skill Area	What it may mean to a prospective employer (why it is important)	Some suggestions as to how you could develop this skill area at GSU (there are more!)
Able to follow instructions	You can be supervised and enjoy the mentoring supervision can provide	On the job experience, work with a professor on a project, seek a mentor in your career area, student employment, internship
Able to write clearly	You can write email messages, memos and letters that effectively convey the message	Write essays/stories and receive feedback, take writing classes, write for the Signal, write with a professor
Compromise	You know it’s not “My way or the highway!” to make things work	Be an active committee member, be part of student government, student employment, internship – learn that it takes a village!
Critical thinking	You can solve difficult problems using logic and inquiry while avoiding subjectivity and bias	Model UN, officer for a student org or SGA, student employment, internship
Dependable	You are reliable: always prepared, always on time, and always ready to work	Group projects, team activities, you use a calendar daily, student employment, internship, reputation for getting things done

Ethical	You don't lie, cheat, or steal – you care about the welfare of others and the org/office's image	Student org/SGA role, social justice work, student employment, internship, service projects
External vs internal loci of control	You know who is responsible and you appropriately and honestly allocate responsibility to self (not everything is someone else's fault)	SGA, student orgs, leadership opportunities, service projects, committee work
Failure	You know failure is a great teacher from which to learn	Not everything works out – you learn you're your experiences on and off campus
Good communication skills	You can write and speak well, you can articulate ideas well	Toastmasters, public speaking practice, SGA, Model UN, writing classes, presentations, student employment, internship
Honest with self and others	You know and can share your limitations and areas for growth	Self reflection, invite supervisor feedback from work or activities, relationships, Intercultural Dialogues, Intercultural Workplace Series
Leadership and Followership	You know your strengths & weaknesses, and there are times others are more capable and when it is time to follow	Student orgs, SGA, service projects, work experience, student employment, internship
Life-long Learner	You know that education never ends and we are always learning	Read newspapers, e-zines, novels, take interesting classes, develop hobbies, try new things
Limits of self	You know how to ask for help, when to ask, and when you need to step aside	Student orgs, SGA, work experience, student employment, internship
Math and Statistics	You know the basics are essential for all types of job success and you demonstrate core competencies	Math classes, puzzles, research projects, work experience, internship
Money Skills	You know how to manage	Treasurer for a student org/club, use a personal

	money (yours and other's), and you understand basic budgeting issues	budget planning system, maintain a savings account, maintain good credit
Perseverance	You know that sticking with it can pay off	Research projects, writing classes, challenge self with new skills
Reading	You know how to read and comprehend difficult material	Read all class material, read magazines, newspapers, and paper novels and discuss with others
Respect	You respect others and yourself	Self-care, care for others – service projects, seek supervision at work, resolve interpersonal conflicts
Strong work ethic	You work hard to get the job done, sometimes beyond the expected norms	Group projects, take on new opportunities to learn, student employment, internship
Team player	You know it takes a village to make things happen and you engage with enthusiasm	Group projects, intramural team sports, service projects
Tech literacy	You know appropriate software systems well and how to operate computers	Full MS Office competency, software within your discipline, stat software, hardware knowledge
Time management	You are on time and you can plan your work and leisure time well	Use a calendar actively, understand and practice the 168 model: Fixed, Flex, Fun, student employment, internship
Willing to work extra	Without complaining, you will go the extra mile, knowing it supports the team's success	Group projects, student employment, internship

Creating Effective Bullet Points

What are bullet statements?

How you describe your work experience is critical to your ability to market yourself effectively and obtain an interview. Beginning with action verbs, the bullet statement format is often the best way to demonstrate skills based on your experience in a job. Even though your work experience may not be related to the kind of job you want, you still have relevant, transferable skills that can be applied to almost any job. While industry knowledge is important, demonstrating your skills is absolutely essential for an employer to assess your ability to perform in a specific position.

How do I write a bullet statement?

Think about what you did most of the time in your job. What was most significant? What resulted in a positive outcome? How did you stand out on the job? What did you learn or accomplish? Consider how you developed and used common transferable skills: communication, time management, multi-tasking, leadership, analytical ability, problem-solving, negotiation, working in a fast-paced environment.

Bullet statements should begin with an action verb. Please see page 14 of this packet for sample action verbs. If you are no longer working in a position, use a past tense verb. If you are presently working in a position, you may choose either present or past tense. Some experts suggest using past tense verbs for all bullet statements for consistency and to eliminate the possibility that you may forget to go back and change the tense when you end employment. You do not need to use punctuations such as periods when making bullet statements. This frees you up to include all kinds of information in a short format, as opposed to full sentences and paragraphs, which take up space.

The following are examples of poorly written bullet statements that have been revised to be more effective:

Poor:

- Inventory duties

Revised:

- Receive, store, and inventory pharmaceutical supplies and medications, and notify pharmacist when inventory levels are low

Poor:

- Guard duties

Revised:

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises

Poor:

- Greet customers

Revised:

- Greet persons entering establishment, determine nature and purpose of visit, and direct them to specific destinations

Sample Action Verbs

For Résumés and Cover Letters

Management Skills		Communication Skills		Clerical Skills	
Administered	Improved	Addressed	Lectured	Approved	Operated
Analyzed	Increased	Arbitrated	Mediated	Arranged	Prepared
Assigned	Organized	Arranged	Moderated	Catalogued	Processed
Attained	Oversaw	Authored	Motivated	Classified	Purchased
Chaired	Planned	Corresponded	Negotiated	Collected	Recorded
Coordinated	Prioritized	Developed	Persuaded	Complied	Retrieved
Consolidated	Produced	Drafted	Promoted	Dispatched	Screened
Contracted	Recommended	Directed	Publicized	Executed	Specified
Delegated	Reviewed	Edited	Reconciled	Generated	Systematized
Developed	Scheduled	Enlisted	Recruited	Implemented	Tabulated
Directed	Strengthened	Formulated	Spoke	Inspected	Monitored
Evaluated	Supervised	Influenced	Translated	Organized	Validated
Executed		Interpreted	Wrote		

Financial Skills		Creative Skills		Helping Skills	
Administered	Forecasted	Acted	Introduced	Assessed	Facilitated
Allocated	Managed	Conceptualized	Instituted	Assisted	Familiarized
Analyzed	Marketed	Created	Invented	Clarified	Guided
Appraised	Planned	Designed	Integrated	Coached	Referred
Audited	Projected	Developed	Originated	Counseled	Rehabilitated
Balanced	Researched	Directed	Performed	Demonstrated	Represented
Budgeted		Established	Planned	Diagnosed	
Calculated		Fashioned	Revitalized	Educated	
Computed		Founded	Shaped	Expedited	
Developed		Illustrated			

Research Skills		Technical Skills		Teaching Skills	
Clarified	Interpreted	Assembled	Overhauled	Adapted	Explained
Collected	Interviewed	Built	Programmed	Advised	Facilitated
Critiqued	Investigated	Calculated	Remodeled	Clarified	Guided
Diagnosed	Organized	Computed	Repaired	Coached	Informed
Evaluated	Reviewed	Designed	Solved	Communicated	Initiated
Examined	Summarized	Devised	Trained	Developed	Persuaded
Extracted	Surveyed	Engineered	Upgraded	Enabled	Set goals
Identified	Systematized	Fabricated	Maintained	Encouraged	Stimulated
Inspected		Operated		Evaluated	

Common Résumé Mistakes

Below are examples of résumé errors made by twenty different job seekers who did not effectively edit or use critical thinking before submitting their résumés.

1. Skills: "Strong Work Ethic, Attention to Detail, Team Player, Self Motivated, Attention to Detail."
2. Candidate included a letter of reference from his mother.
3. Woman who sent her résumé and cover letter without deleting someone else's editing, including such comments as, "I don't think you want to say this about yourself here."
4. Candidate misspelled the word "proofreading" in her skill set.
5. Candidate submitted a résumé with several grease stains and a smudge of chocolate on it.
6. Candidate submitted a nine-page cover letter accompanied by a four-page résumé.
7. Skills: "Am a perfectionist and rarely if if ever forget details."
8. Other: "You will want me to be Head Honcho in no time."
9. Additional Information: "I am loyal to my employer at all costs...Please feel free to respond to my résumé on my office voice mail."
10. Skills: "I can type without looking at thekeyboard."
11. Additional skills: "I am a Notary Republic."
12. Skills: "Written communication = 3 years; verbal communication = 5 years."
13. Reason for leaving: "Pushed aside so the vice president's girlfriend could steal my job."
14. Work experience: "Responsibilities included checking customers out."
15. Emergency Contact Number: "911."
16. Candidate included clip art on their résumé of two cartoons shaking hands.
17. Experience: "My father is a computer programmer, so I have 15 years of computer experience."
18. Objective: "Student today. Vice president tomorrow."
19. Skills: "I have integrity so I will not steal office supplies and take them home."
20. Bad traits: "I am very bad about time and don't mind admitting it. Having to arrive at a certain hour doesn't make sense to me. What does make sense is that I do the job. Any company that insists upon rigid time schedules will find me a nightmare."

Elements of a Tight Résumé

-SCORING MATRIX-

The Résumé Matrix

Core Headings



3

GOOD JOB!!

2

Hmmm...
you *can* improve
this résumé!

1

Average effort and
this needs
improvement

0

Your résumé needs
LOTS
of work

FORMAT _____

CONTACT INFO _____

EDUCATION _____

Has appropriate spacing, borders, line spacing, and no spelling or grammar errors. Headings bolded & in proper sequence – from top to bottom, important to less important. Clean, easy to read on white, off-white, or cream color paper. Good balance between text and blank space. No wasted space – balances look with half to 1" margins all around. If 2 pages, relevant information; not just history. Does not exceed 10 years experience.

Name larger and bolded, balanced contact information, appropriate email, one address and one or two phone numbers identified as (home)&(cell) (full area code is used), on campus addresses have PO Box listed

Honors, study abroad, formal internship, related coursework ALL relate to objective, appropriate # of relevant courses listed, minimum amount of bolding, university/college spelled out, degree and major spelled out, GPA (overall or major) listed appropriately (3.0 or higher)

One spelling or grammar error, line spacing appropriate, one to two pages – depending on traditional/non-traditional student, limited use of italics, heading font one size larger, use of industry standard fonts (Times New Roman, Arial), limited white space

Everything is present but is congested (columnar), using too much space, making unnecessarily two pages, should be balanced, restructured for clarity

University/College spelled out, degree and major spelled out, city and state provided, appropriate GPA (3.0 or higher) or Major GPA (3.0 or higher)

Spelling and grammar errors minimal, use of abbreviations, varying of fonts, effective use of headings (capitalized, bolded, one font size larger than the rest of the text, use of margins, Unnecessarily runs 2 pages, balanced use of formatting and spacing needed. One/two personal pronouns

No area code or 7), 6), 4). If using an on campus address there is no PO Box listed. Name not bolded. Use of underscore in e-mail

3 to 5 relevant courses or a number appropriate to major, degree and/or major missing, limited use of bold, appropriate degree stated

No defined headings, name not listed, education not listed, no margins, spelling/grammar errors (including punctuation), unbalanced use of white space, font size too small, excessive use of italics and bold, 3 or more personal pronouns, unnecessarily 2 pages (traditional student)3

No email, inappropriate email, partial email, too many addresses and phone numbers

High school or previous college listed first, (listing of college, no degree) listing personal financing of education, graduation dates missing from most recent degree, not completely spelling our degree (ex. BS, BA, BBA) or major (ex. Bio, MIS, CS) too many relevant courses listed, too much bold

E l e m e n t s o f a T i g h t R é s u m é

-SCORING MATRIX-

The Résumé Matrix

Core Headings



3

GOOD JOB!!

2

Hmmm...
you *can* improve
this résumé!

1

Average effort and
this needs
improvement

0

Your résumé needs
LOTS
of work

EXPERIENCE _____

(or SKILLS, if never worked)

SKILLS _____

Very easy to review, information presented in a clear and concise manner that relates to objective (including internships/coops) dates in order, job titles accurate, locations clear, excellent use of bullets & action verbs, good brief descriptive statements which include accomplishments, quantified accomplishments and outcomes, clearly relates transferrable skills to objective

Hard skills, relevant and detailed transferable skills – including proficiency or basic second language and writing skills

Identifies employer ,title, and date, consistent in listing employer and title throughout experience heading, correctly use bullets as opposed to asterisks, stars, squares, arrows, action verbs used appropriately, missing accomplishment

Listed some hard skills and transferable skills, basic or conversational 2nd language not relating it to the objective of the résumé

3 to 5 bullets for most recent employment, consistent use of phrases or sentences, good use of action verbs, not all job experiences relate to objective, describes experiences related to transferrable skills vs. duties

Lists only soft skills and/or basic computer skills

Too many bullets, only listing duties and responsibilities, dates out of order (chronological), not identifying job titles and locations, personal pronouns used, overuse of adjectives and verbs, inappropriate bullets used (asterisks, stars, squares, arrows)

Nothing is listed

-SCORING MATRIX-

Elements of a Tight Résumé

The Résumé Matrix
Optional Headings



3

GOOD JOB!!

2

Hmmm...
you *can* improve
this résumé!

1

Average effort and
this needs
improvement

0

Your résumé needs
LOTS
of work

OBJECTIVE _____

(if present)

**ACADEMIC ACHIEVEMENT &
RECOGNITION _____**

(if present)

LEADERSHIP ACTIVITIES _____

(if present)

1 line, short, succinct-names target position for traditional student. Non-traditional student may have "Profile or Summary" statement. (generally > 5 yrs in same profession)

Meaningful awards and/or recognitions listed including dates in reverse chronological order

Meaningful experiences listed, reverse chronological order, format matches experience section with use of short bullet statements that focus on transferable skills, clearly identifies any leadership titles and quantitative outcomes if applicable

Objective states part-time, full-time or internship job type. Objective is vague.

Information is listed in a paragraph format , difficult to grasp quickly , needs better use of white space of this area

Name or organizations, dates, activity statements and transferable skills clearly noted. Missing mention of leadership titles and/or quantitative outcomes

Objective is in narrative form discussing career goals and not job parameters.

Reflecting college related achievements and recognitions, not in reverse chronological order, descriptions are unclear

Has 1 or 2 statements of skills learned
Not in reverse chronological order. Missing dates, title

Objective is not present for résumé posting or distribution purposes. Or, objective is listed in addition to a cover letter.

High School information is noted on résumés of Sophomores – Seniors, achievements listed are not relevant to the objective of the résumé. If relevant, can be listed in the Education area.

Vague titles or use of acronyms only . No dates.

-SCORING MATRIX-

The Résumé
Matrix
Optional
Headings



3

GOOD JOB!!

2

Hmmm...
you *can* improve
this résumé!

1

Average effort and
this needs
improvement

0

Your résumé
needs
LOTS
of work

E l e m e n t s o f a T i g h t

R é s u m é

REFERENCES/RELOCATION_____

(if Present)

OTHER RELEVANT INFO_____

(if present)

Correctly does not mention references or their availability.

Willingness to relocate may be noted/ or nothing is noted at all

No mention of references

"Relocation Negotiable" is stated

"References available upon request" is stated but no contact information is listed.

References are listed with or without contact information.

Certifications, related travel , outside related training, professional training relationships, tests passed: Real Estate, NCC etc... (Relevant to objective or career direction)

Recent related conferences, continuing education and special interests. (Dates organized)

Relevant items listed with dates when appropriate, but still too many items. Needs condensing.

No dates (when needed), at least one relevant item but unclear, or too many items listed.

No relevance to objective or stated career direction

OVERALL AVERAGE SCORE

Résumé SCORED BY:

HIGHLIGHT POSITIVE AREAS OF THIS Résumé:

KEY AREAS OF IMPROVEMENT NEEDED:

PCN Résumé APPROVED BY:

Joe Student

1234 Creekside Terrace
Smyrna, GA 30082

(404) 587-2585
jstudent1@hotmail.com

OBJECTIVE: Part-time on-campus position involving customer service and administrative duties

EDUCATION

Georgia State University, Atlanta GA
Undecided
GPA 3.5

Expected graduation 2010

WORK EXPERIENCE

Before and After Professional Organizing, Atlanta GA
Personal Organizer & Assistant

6/09 – Present

- Planned and managed large scale events
- Organized every room in offices, homes, closets, garages, kitchens, etc
- Set up computer systems, office files, financial documents, scrapbooks, and photo albums

Professional Working Attorneys, Atlanta GA
Household Manager

10/08 – 5/09

- Provided household management for two prominent attorneys for over eight years including: childcare, pet care, housekeeping, laundry, complete meals, grocery shopping, personal and business errands
- Maintained files, records, and mail to prepare two attorneys for trial

Recovery Specialists, Atlanta GA
Claims Technician/Administrative Assistant

5/07 – 9/08

- Prepared reimbursement requests and filed Notice of Claims
- Wrote medical providers for narratives
- Performed extensive computer work, all office mail, telephones, organizing/filing

Associated Credit Union, Atlanta GA
Loan Service Representative & Front-line Teller

6/05 – 4/07

- Counseled members on credit building & complete loan process
- Exceeded extended warranty sales goals by 20% in 2007
- Managed/balanced ATM, coin vault, night drop & performed all teller transactions

SKILLS: Bilingual English/Spanish, Microsoft Office, type 90 wpm

Leah Kennedy

7890 Spring Brook Way
Big City, GA 30339

404-555-7890
lkennedy@student.gsu.edu

OBJECTIVE

A full-time position in commercial lending utilizing financial and analytical skills to meet the need of customers and improve forecast capabilities

EDUCATION

Georgia State University, Atlanta, GA
Bachelor of Business Administration, Finance

Expected Graduation May 2011

RELATED EXPERIENCE

Banking

- Sold and serviced business and consumer accounts according to customer financial needs
- Created consumer loans and new lines of credit
- Approved transaction and resolved discrepancies on accounts
- Researched suspected fraud and forgery problems on accounts

Analytical

- Acted as liaison between regional executives and sales staff by tracking, forecasting, and reporting revenue activities
- Analyzed sample of projects to evaluate the quality of current forecasting tools
- Established reports that enabled the Sales Department to increase efficiency of operations

COMPUTER SKILLS

Lotus 1-2-3, dBase IV, Fox Pro, Microsoft Word, WordPerfect

EMPLOYMENT HISTORY

Nations Bank, Atlanta, GA Consumer Banker I	1/06-present
Wallace Computer Services, Atlanta, GA Sales Analyst	01/04-12/06

ACTIVITIES

- Inceptor, Georgia State University New Student Organization Leader, 2009-present
- Georgia State University Women's Basketball, 2008-2010

Ernie Economics

11 Sheridan Road NE, # 31
Atlanta, GA 30324

404.444.1945
eeconomics1@gmail.com

OBJECTIVE: To secure a challenging, results focused internship in the field of economics.

EDUCATION

Georgia State University, Atlanta, GA Expected graduation December 2010

Bachelor of Science, Economics; French minor; GPA 3.72

European Union Studies Certification (conj. **University of Munich**, Munich, Germany) 2009

International Economics Certification 2009

Contexts of Leadership Theory and Practice Certification 2008

Georgia Perimeter College, Atlanta, GA 2008

Associate of Science, Business Administration; High Honors, GPA 3.84

Associate of Science, General Studies; High Honors, GPA 3.84

WORK EXPERIENCE

Georgia State University; *Research Assistant* 2009 to Present

- Research correlative trends in crime and private security expenditures for 117 nations
- Research tax evasion trends and respective explanatory variables

Georgia State University; *Economics Career Develop. and Alumni Relations Assistant* 2009 to Present

- Create and instituting a career development and alumni relations website for economics majors
- Establish opportunities for alumni to connect with and mentor current economics majors

Georgia Perimeter College Alumni Association; *Vice President* 2008 to Present

- Create and implemented “Been There, Done That” mentor and advisement network connecting 350,000 alumni with 24,000 current students across four campuses and multiple fields
- Facilitate the development of Office of Alumni Relations and respective annual strategic plan
- Serve on three OAR selection committees and annual GPCAA Scholarship committee

WSB-Radio Clark Howard Consumer Action Center; *Consumer Advisor* 2008 to 2009

- Provided consumer advice as well as financial and investment strategies via phone and email
- Maintained records of consumer inquiries, advised strategies, and updates in the marketplace
- Organized and participated in the 2009 Team Clark Howard “Habitat for Humanity Home Build”

Refugee Family Services; *English and Math Tutor* 2007 to 2008

- Taught English and math to adult and child refugees from United Nations camps in Tanzania

DHL Express Sky Courier; *Logistics Administrator* 2006

- Managed North American transportation and customs clearance for same-day international cargo
- Processed onsite orders and generated daily tracking and warehouse reports for DHL Corporate

Marvin L Walker & Associates, Inc; *Operations Director and Int'l Purchasing Agent* 2000 to 2004

- Procured and managed all equipment, maintenance, lease and service contracts for all locations including facilities management for all sublease properties
- Purchased and managed release schedules for natural stone commodities from vendors abroad
- Processed commission billings and consignment sales for foreign suppliers
- Developed cost management and analysis reports to determine inventory demand forecasts

SKILLS

Bilingual English/French (S-2), STATA, Microsoft Office Suite, 90 wpm, Solomon IV, novice HTML

COLLEGIATE LEADERSHIP

Georgia Perimeter College

Presidential Ambassador	2008
Student Court Justice	2008
Honors Program Student Association; President	2007 to 2008
French Club, <i>La Connexion Française</i> ; President	2007 to 2008
Phi Theta Kappa Alpha Zeta Mu Chapter; President	2007 to 2008
Southeast Model African Union; Algerian Delegation;	2007
Technical Committee on Economic Matters; Executive Head of State and Government	

COLLEGIATE HONORS

Georgia State University

“Growth Empirics and Economic Convergence in the European Union” (<i>Thesis</i>)	Aug 2009 to Present
Four articles as a guest columnist; <i>The Inquisitive Economist</i>	Feb 2009 to Present
“Realizing Optimum Currency Area Theory Criteria in the EMU” (<i>Honors Dimension</i>)	Aug 2, 2009
Most Valuable Player Award; Economics Club of Georgia State University	2009
Outstanding Service Award	2009

Georgia Perimeter College

Academics, Leadership and Service Award	2008
Dr. Martin Luther King, Jr. Humanitarian Award	2008
International Certificate	2008
Outstanding Service Award in Student Government	2008
Outstanding Student in Foreign Language	2008

American Association of Community Colleges; All USA Academic Team, Georgia Region 2008

Toastmasters International, Dist 14; Communication and Leadership Award 2008

HONOR SOCIETIES AND AFFILIATIONS

Alpha Beta Gamma; Alpha Pi Chapter *International Business Honor Society*
 American Economic Association
 Delta Epsilon Iota; Nu Delta Chapter *Academic Honor Society*
 Omicron Delta Epsilon; Beta Beta Chapter *National Honor Society in Economics*

Peter Policy

1000 Renaissance Way NE
Atlanta, GA, 30308
ppolicy1@student.gsu.edu
222-333-4444

EDUCATION

Georgia State University, Atlanta, GA
Bachelor of Science in Public Policy
Concentration in Public Management & Governance
Minor in Political Science

- GPA 3.73
- GSU Honors Program

Expected Graduation 2011

POLITICAL & COMMUNITY INVOLVEMENT

Michael McPherson's Campaign for State House #58 – Atlanta, GA Fall 2009

- Personally contacted potential voters through door-to-door canvassing of local neighborhoods
- Called 50 potential voters per day on behalf of Michael McPherson to gain support
- Wrote postcards to constituents
- Helped generate campaign strategies

The Cabbagetown Initiative (non-profit org) – Atlanta, GA Fall 2009

- Managed charity sales of sponsored merchandise
- Organized fundraising events and handled monetary transactions
- Ensured that the beverage stations followed new safety guidelines

EMPLOYMENT

Georgia Smokehouse – Nashville, GA Seasonal 2008-2009

- Managed the operations of the restaurant in owner's absence
- Oversaw the other employees to ensure efficiency
- Managed the operation of the kitchen to ensure proper work environment
- Delivered all of the money out of the registers to the owner after closing

The Clinton Group – Gainesville, FL Summer 2007

- Gained knowledgeable of computer phone banking systems
- Learned new phone banking programs
- Participated in grassroots lobbying and survey research

Berrien County Recreation Dept. – Nashville, GA 2004-2006

- Handled customers at the concession stand and refereed soccer games
- Ran the office during sports registration
- Helped conduct the educational program that was mandatory for parents to attend

SKILLS

- Proficiency in Microsoft Office 2007
- Extensive experience with processing high volume inbound and outbound calls

Anthony Writer

2222 Menkins Drive
Cartersville, GA 30078

770-888-8888
awriter4@student.gsu.edu

OBJECTIVE

To obtain an editorial position that will utilize copyediting, writing, and editorial skills

EDUCATION

Georgia State University, Atlanta, GA
Bachelor of Arts in Journalism

December 2011

RELEVANT EXPERIENCE

Writing

- Wrote 2-3 brief articles weekly on upcoming local events for print and online
- Prepared and wrote The Towanda Times, a weekly newsletter, while adhering to strict deadlines
- Pitched ideas to editors for potential stories to feature and wrote 400-800 word articles weekly
- Revised and rewrote articles following feedback; blogged 4-5 times a week

Reporting

- Conducted interviews via phone, email, and/or in person
- Photographed hundreds of photos a day, edited, and uploaded them online to the camp website
- Created several tailored interview questions
- Recorded video, compiled footage and assisted to creating weekly short videos

Research

- Analyzed and collected relevant information for interviews
- Verified factual content of written work through research
- Developed story ideas by monitoring local events

Editing

- Proofed the Happenings section for the Creative Loafing website
- Edited and revised assigned sections of the Urbanite magazine and The Signal newspaper
- Fact-checked up to 3 articles at a time that ran in Atlanta Magazine for grammatical, factual and spelling errors

COMPUTER SKILLS

Microsoft Office, Final Cut Pro, Windows Movie Maker, Adobe InDesign and Adobe Photoshop

EMPLOYMENT HISTORY

Camp Towanda, Atlanta, GA Media Specialist/General Counselor	06/10-08/10
Creative Loafing, Atlanta, GA Editorial Intern	01/10-05/10
Georgia State University, The Signal/The Urbanite Copy Editor	07/09-05/10
Atlanta Magazine, Atlanta, GA Editorial Intern	01/09-05/09

ACTIVITIES

Atlanta Press Club, member	08/07-present
Society of Professional Journalists, member	08/06-present

Antsy Anthropology

319 Elmira Place NE · Atlanta, GA 30307 · (404) 429-2593 · aanthropology1@student.gsu.edu

EDUCATION

Bachelor of Arts, Anthropology and Political Science, concentration in International Affairs August 2008
Minor in Spanish (GPA 3.85/4.00). *Georgia State University, Atlanta, GA*

SUMMARY OF KEY QUALIFICATIONS

- Extensive administrative and customer service experience
- Excellent skills in research and writing
- Proven communication, interpersonal and organization abilities
- Proficient in MS Word, Excel, PowerPoint and Outlook; working knowledge of SPSS (statistical software)

WORK EXPERIENCE

The Carter Center; Atlanta, GA Jan '08 - May '08
Intern, Americas Program

- Researched relevant information on regional affairs to provide analytical support for Program staff. This support took the form of reports on Program initiatives and activities, preparation of briefing materials and editing weekly updates
- Performed logistical duties for Program activities, including the preparation and hosting of the February 2008 International Conference on the Right to Public Information convening over 125 participants from 40 countries
- Attended and participated in weekly Program staff meetings and dialogues on The Carter Center's initiatives

The International Rescue Committee; Decatur, GA June '07-Aug '07
Intern, Resettlement & Education Depts.

- Supported refugees and asylum seekers throughout the resettlement process, from airport pick-up to acting as a liaison between clients and various medical, governmental and social systems, as well as assisting with ESL classes
- Assisted in the development of long-term administrative strategies by composing a database of client information and streamlining client filing system, while also researching refugee affairs

Georgia State University; Atlanta, GA Aug '07-Dec '08
Program Assistant, College of Arts and Sciences

- Implemented a marketing campaign which included public speaking, distribution of materials and logistical collaboration for six workshops of the Majors Matter Program, a program designed to aid students in choosing a major
- Planned and facilitated Supplemental Instruction sessions comprised of 10-30 students several hours per week for a Political Science course, *Global Issues*, assisting students in the development of essential note-taking, analytical and study skills

SunTrust National Bank; Lawrenceville, GA Mar '03-Jan '04
Financial Service Representative

- Consistently met sales quotas of banking products, including deposit accounts, loan applications and other financial services, while pursuing on-going training of SunTrust products and services
- Maintained a list of the financial center's clients for the purposes of determining their level of satisfaction with existing services and anticipating their financial needs
- Collaborated and communicated with team members to ensure effective operation of daily bank activities and goals

Wachovia National Bank; Buford, GA Sept '00-Mar '03
Financial Center Teller

- Provided superior customer service by anticipating customer needs, recommending financial services, referring to specialized bankers, handling customer grievances and complying with bank operations and security procedures
- Performed routine teller transactions, while consistently reconciling cash drawer at the end of the business day

Arts Lane

Portfolio

www.coroflot.com/artslane

132 Edgewood Ave #257 • Atlanta, GA • (770) 612 4917 • artslane24@student.gsu.edu

OBJECTIVE

To apply media production and creative arts background and the skills gained as a student leader and political campaign organizer to an internship opportunity at CNN.

EDUCATION

Georgia State University, Atlanta, GA

Bachelor of Arts, Journalism /Concentration: Telecommunications

Anticipated Graduation Date: 2011

Minor: Political Science, Overall GPA: 3.9

HIGHLIGHTS OF QUALIFICATIONS

Media Production

- Proficient with Final Cut Pro
- Created and produced segments for the University of Pittsburgh's Sports Network
- Frequently conduct research using computerized databases

Creative Arts

- Creative writer with a background in editing
- Personable co-anchor with an adept knowledge of the media

Leadership

- Dynamic leader and team builder, always willing to collaborate with others
- Innovative problem solver
- Committed to the quest of engaging and informing peers and others on worldwide issues
- Truth and justice seeker with strong accountability

WORK EXPERIENCE

Georgia State University, Housing, Atlanta, GA

7/09 – Present

Resident Assistant, University Lofts

- Monitor residents and act as a resource for the residents within the hall
- Develop, coordinate and evaluate recreational and social programs three to four times per month
- Assist in the hiring, interviewing and training of new staff members
- Manage various administrative duties
- Explain, interpret, and enforce university housing policy throughout the building for over 500 students
- Resolve issues among students through exercising conflict resolution skills

Obama for America, St. Louis, MO

Youth Vote Deputy Field Organizer

10/08 – 11/08

- Organized college students from six universities within the St. Louis City area
- Coordinated responsibilities to volunteers and students ensuring successful completion of projects
- Promoted publicized events to increase voter turn-out
- Communicated to community frequently through e-mail writing
- Served as a welcome speaker for community events
- Managed and facilitated small and large meetings with professional
- Motivated students through Get Out The Vote (GOTV) initiatives

COMMUNITY INVOLVEMENT

Shepherds Inn Rehabilitation Center, Volunteer

Atlanta, GA

10/09 – Present

Pitt Sport's Network, Volunteer

Pittsburgh, PA

10/07 – 4/08

Pitt Students for Barack Obama, Volunteer

Atlanta, GA

3/08 – 4/08

Carla Furman

52 Dancer Lane
Atlanta, GA 30319

404-334-7898
cfurman1@student.gsu.edu

PERSONAL SUMMARY

- More than six years of experience as a dancer and dance teacher
- Very energetic and creative
- Production experience for small plays and performances

EXPERTISE

Dance: Ballet, Jazz, Modern Dance, Contemporary Ballet, Tap Dance

Other Skills: Singing, Acting, Choreography, Direction

EDUCATION

Georgia State University, Atlanta, GA
Bachelor of Fine Arts, Art Studio

Expected graduation May 2012

EXPERIENCE

Dancer

Stadium Club, Jacksonville, FL

June 2006 – May 2010

- Prepared for performances by rehearsing under the direction of a choreographer
- Performed to a live audience in multiple dance shows per week
- Maintained and improved technical standards, fitness to help reduce the risk of injury when rehearsing or performing
- Discussed with choreographer and other dancer about choreography and dance steps
- Learned other skills, such as singing and acting

Dance Teacher

June 2003 – May 2006

Windsor Jr./Sr. High School, Atlanta, GA

- Provided individual and group dance instruction to 30 students
- Coordinated dance activities such as holiday performances with other staff members
- Participated in developing the course of study for the dance program
- Identified student needs and cooperated with other professional staff members in assessing and helping students solve learning problems
- Evaluated each student's progress and communicated this progress to parents, students, and classroom teachers

TRAINING:

Ballet: Academy of Ballet, Jacksonville, FL

Tap Dance: Heavenly Bodies, Des Plaines, IL

Chemie Applicant

1234 Peachtree Rd, Apt. B
Atlanta GA 30303
404-413-1234 (home) 404-555-4321 (cell)
ellen.applicant@yahoo.com

OBJECTIVE

A challenging job in an industrial setting performing chemical syntheses and characterizations

EDUCATION

Georgia State University, Atlanta GA May 2010
Bachelor of Science in Chemistry

EXPERIENCE

Research Assistant, Professor V.Y. Famous, Chemistry, Georgia State University 2007 - Present

- Synthesized organic ligands and inorganic compounds using anaerobic techniques
- Characterized products with ^1H NMR, UV-visible and IR spectroscopies
- Measured interactions of the complexes with duplex DNA via melting curves
- Presented posters at one regional and two local meetings

Teaching Assistant, Undergraduate Organic Chemistry, Georgia State University 2006 - 2008

- Planned and led help sessions and recitations
- Coordinated materials, conducted lab sessions, and graded lab reports

Summer positions during college

Mechanic/Salesperson at Atlanta Cycling, Atlanta GA Summer 2008

- Built, repaired, and sold bicycles

Wilson Summer Camp, High Point, NC Summer 2006

- Counselor for middle school students, two sessions of four weeks each

CVS Pharmacy, Atlanta, GA Summer 2005

- Clerk providing customer service and stocking inventory

AWARDS

- Golden Key Award, 2008
- Able Corporation Summer Fellowship recipient, Summer 2007 (working with Dr. Famous)
- Dean's List, 2006, 2007
- Organic Chemistry Teaching Award, 2006

EQUIPMENT EXPERIENCE

- Capillary electrophoresis (Beckman PACE 5500)
- ^1H NMR (Varian Unity+ 300 MHz)
- UV-visible spectrometer (Varian Cary 50)
- Gel electrophoresis chromatography
- Stopped flow (HiTech Scientific SF-61)
- Schlenck line techniques

COMPUTER SKILLS

Matlab, C++, Java, Microsoft Office, SciFinder Scholar, Beilstein, ChemDraw, EndNote, PyMol

EXTRACURRICULAR ACTIVITIES

Emergency room volunteer, Grady Hospital, 2005 – present
Intern, Atlanta Food Bank, Fall 2006

Chris Smith

123 Main Street • Atlanta, GA 30312 • (123) 456-7890 • csmith23@student.gsu.edu

PROFILE

Educated and analytical professional with more than six years experience working with children from 1 to 8 years of age in diverse home settings. Expert at executing home schooling methods of instruction.

QUALIFICATIONS

- Bi-lingual English and Spanish
- Excellent research, writing, child care, and interpersonal relations skills
- Certified in CPR and First Aid with current cards expiring in 2011
- Experience working with various special needs children, such as those with learning disabilities, mental challenges, and physical impairments
- State teaching certification that enables home schooling or tutoring in a private home setting

EDUCATION

Georgia State University, Atlanta, GA
Bachelor of Arts, Psychology
Minor in History
Certificate in Early Childhood Education

Expected graduation May 2011

PROFESSIONAL EXPERIENCE

Private Child Care Provider 2004-Present

- Care for two children providing home schooling from Pre-K through second grade coursework
- Take children on educational outings and field trips
- Keep detailed daily diary of activities and progress
- Meet with parents weekly to discuss future instruction as well as any disciplinary problems
- Prepare and serve breakfast and lunch
- Oversee playtime and schedule activities to ensure proper development of social interaction with other children

COMPUTER SKILLS

Microsoft Office, Windows and Mac OS, Home Schooling Software, and Educational Gaming

D. Darcy Sanders

19 Apple Street
Atlanta, GA 30333

770-889-6325
dsanders1@student.gsu.edu

Education

Georgia State University, Atlanta, GA
Bachelor of Science, Chemistry
GPA 3.4

Expected graduation December 2011

Skills Summary

Nine years customer service experience
Eight years retail cashier experience

Extensive lab experience
Six years mixology training

Work Experience

Moxie's Classic Grill, Atlanta, GA
Bartender

January 2006 to Present

- Prepared over 200 mixed drinks per shift using more than 50 different ingredients
- Processed cash and credit card transactions with the occasional total of up to \$2500 for large parties
- Resolved customer conflicts regarding payment discrepancies
- Trained eight new bartenders on standard mixes and payment processes

Apothecary, Greenville, SC
Bartender

October 2003 to January 2006

- Mastered knowledge of intricate recipes for in-house specials as well as common drinks
- Created three new drinks that became popular menu features
- Reconciled \$5000 in average nightly sales on cash register
- Directed closing procedures for bar area including cleaning and inventory count

Activities

Chemistry Club, Georgia State University

August 2008 to Present

- Vice President (2009) – Coordinated all events and guest speakers

Beta Phi Beta, Georgia State University

August 2007 - Present

Direct Video

245 Video Lane
Doraville, GA 30340

(770) 867-5309
dvideol@gmail.com

EDUCATION

GEORGIA STATE UNIVERSITY, Atlanta, GA August 2007
Bachelor of Arts in Film and Video, Minor in Computer Information Systems

GEORGIA PERIMETER COLLEGE, Dunwoody, GA December 2003
Associate in Science, Art and Design

PROFESSIONAL EXPERIENCE

HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT Atlanta, GA August 1999 – Present

Customer Service Program Coordinator

- Wrote and managed the implementation of online customer service trainings for over 50,000 airport employees
Developed recruitment campaign for first 2,000 participants
- Produced multimedia presentations and videos for Senior Management
- Proposed and developed new customer service incentives and marketing campaigns
- Developed customer service incentive marketing campaigns for airport community
- Analyzed customer feedback and generated trend reports to General Manager

Customer Feedback Program Supervisor

- Proposed and manage upgrades in 200 member customer database and data entry systems
- Counseled and trained six team members to assure quality feedback to customers
- Interviewed and recruited entry-level hires

THE INSTITUTE FOR COMMUNITY RESEARCH Hartford, CT June 1996 – August 1999

Facilitator

- Trained in field research and facilitation methods to implement pilot programs and community research projects for disadvantaged youth
- Developed Statistical reports and presented findings to local and state government entities and partner academic institution including UCONN and Yale Universities
- Assisted in the creation and implementation for the National Teen Research Center

Trainer

- Trained new hires in research methods and facilitation techniques
- Mentored new facilitators in the field
- Recruited local teen participation in community research projects

HONORS

- State of Connecticut General Assembly Achievement Award and Official Citation 2009
- \$10,000 Academic Achievement Award Day, Berry, and Howard Law Firm 2009
- Distinctions in Action Research, Dr. Jean J. Schensul, Senior Fellow Yale University, Dept. of Psyc. 2008
- Atlanta Airport Customer Service Excellence Award 2008
- General Manager's Award, Atlanta International Airport 2008

COMPUTER SKILLS

Microsoft Office , SPSS (Statistical Package), Crystal Reports, ImageTool, DocuPact, Sun J-Developer, Avid Liquid Edition, Adobe Photoshop, Apple Final Cut Pro Suite

Fernando Film

16255 Bradly Dr. SE ♦ Atlanta, GA 30316 ♦ 555-555-6725 ♦ ffilm3@student.gsu.edu

OBJECTIVE: A part-time administrative position

EDUCATION: Georgia State University, Atlanta, GA Expected graduation 2010
Bachelor of Arts: Film and Video, GPA 3.7

Chapman College, Torrance, CA 6/07
Associate of Arts: Communication Studies, GPA 3.6

EXPERIENCE:

Express Personnel Services, Newnan, GA 02/08 – 08/08

Administrative Assistant

- Continually interacted with customers to provide solutions to challenging issues, account information and product information
- Maintained customer orders and shipment receipts for over 200 dealerships
- Managed computerized inventory billing of 200 million dollars a year

Ajilon Staffing, Torrance, CA 08/04 – 07/05

Administrative Assistant

- Audited and maintained Int'l Organization for Standardization (ISO 9000) standards for company policies and spreadsheets
- Created proposals and customized reports that enabled auditing manager to organize each department's compliancy status

Paychex, Inc., Culver City, CA 11/00 – 02/04

Administrative Assistant

- Managed sales office for sales manager and eight sales representatives
- Projected sales figures and corresponded with the Vice President and CEO
- Processed monthly commission payroll of approximately \$30,000 a month

UDT Sensors, Inc., Hawthorne, CA 09/98 – 10/00

Executive Assistant

- Primary scheduler for VP of Research and Development
- Provided administrative support for five engineers in R&D

VOLUNTEER: Reading By Nine, Culver City, CA 09/02 – 06/03

COMPUTER: Microsoft Office, Adobe Photoshop, Final Cut Pro

Mike Freshman, III

1234 Sunny Gilbert Terrace Dr., SW
Atlanta, GA 30303

404-123-4567
mfreshman5@student.gsu.edu

Objective: To obtain a part-time position involving data analysis

Education:

Georgia State University, Atlanta, GA
Bachelor of Arts, Economics

Expected graduation May 2013

Personal Profile:

Critical Thinking

- Active learner
- Strong math skills
- Organized
- Analytical problem solving

Computers

- Microsoft Office software
- Technical troubleshooting skills

Office/Clerical

- Type 75 wpm
- Customer service skills
- Team oriented and can work independently

Activities:

JR Park, Jr. High School marching band

- Led saxophone section students in learning music and disciplined movements

Math Club

- Mathematical word problems in tri-state school competitions

Piano

- Studied six years at Bob Smith's Music studio
- Performed yearly recitals to a studio audience of 100 people

MISSY RELATIONS

7903 Orian Circle Laurel, Maryland 20724

Mrelations@gmail.com ▪ (678) 301-8366

EDUCATION

Georgia State University, Atlanta, GA

May 2008

Bachelor of Arts, Public Relations

MARKETING & PUBLIC RELATIONS SKILLS

- Marketing research
- Campaign advocacy
- Event organizing
- Networking

ACHIEVEMENTS

- **Organized and prepared** US youth delegation to participate in the United Nations Climate Change conference in Copenhagen, Denmark
- **Conducted** marketing research with questionnaires and surveys at Atlanta events for Atlanta Marketing Assoc.
- **Organized** City of Atlanta Earth Day event with over 200 attendees
- **Implemented** Georgia State University's 1st Annual Earth Day street fair, over 1,500 students attended
- **Coordinated and hosted** Atlanta's 1st Sustainable fashion show for 700 young professionals
- **Advertised and coordinated** Annual African American Environmental Summit
- **Advocated** for green job development and policy with Green For All

WORK EXPERIENCE

OUTREACH & SPECIALIST, *Transportation Coalition (PTC)*, Atlanta, GA

7/2006 - 2/2008

- Designed, compiled and distributed a monthly newsletter to newly registered commuters
- Managed the organization's data set within the Regional Rideshare Database through follow up contact activities, database analysis and commuter deactivation communication
- Assisted with external client communications by attending tenant fairs, delivering presentations and distributing brochures at informational service sessions

VICE PRESIDENT, *Sustainable Energy Tribe (S.E.T)*, Atlanta, GA

1/2006 - 5/2008

- Assembled educational environmental events at metro Atlanta area college campuses
- Led seminars on sustainability, energy efficiency, green jobs, environmental justice and renewable energy for over 100 students
- Established relationships with Georgia State University administrators to address campus sustainability which led to the formation of the GSU campus green committee comprised of students, professors and department heads

INTERN, *Atlanta Office of Sustainability*, Atlanta, GA

06/2005 - 08/2005

- Built and maintained a relationship between the city of Atlanta's Office of Environmental Affairs and local university students that led to a cooperative effort to address city wide campuses sustainability
- Promoted Atlanta Recycles Day to the Atlanta Metro area in local community and on campuses
- Coordinated student volunteer efforts for Atlanta Recycles Day

PROMOTIONAL & DIRECT ADVERTISER, *BET, Inc., Atlanta, GA*

05/2005 - 6/2005

- Launched ad campaigns for premier entertainment venues, restaurants, and professional sports teams
- Engaged potential business clientele with promotional employee offerings
- Completed rigorous training in promotional sales, advertising, marketing, and public relations

My Freshman Résumé
141 Piedmont Avenue NE, BOX 1181
Atlanta, GA 30303
mfreshman1@student.gsu.edu (229) 392-7735

Education

Georgia State University, Atlanta, GA May, 2014
Bachelor of Arts, Psychology
Minor in Sociology

Tift County High School, Tifton, Georgia May, 2010
College Prep Seal

Honors and Recognition

- 2009 Voted Most Outstanding Senior Female by the faculty and staff of TCHS
- 2009 Chosen as a Governor's Honors representative in the area of Voice
- 2008 Member of Show Choir, Beta, Deca, and Principal Advisory

Work Experience

Locos, Grill and Pub, Atlanta, GA 05/2009 – 08/2010
Customer Service/Server

- Demonstrated great multi-task ability by greeting and serving customers
- Routinely prepared basic menu items to assist culinary department

Scott Haskins, Atlanta, GA 05/ 2007 – 12/2009
Care Taker

- Demonstrated strong leadership and safety precautions in assisting children with after-school programs
- Tutored children in various subjects while maintaining a comfortable home environment

Sweet Dixie Mellon Company, Atlanta, GA 05/ 2006 – 07/2007
Grader and Packager

- Properly graded cantaloupes for consumer packaging and display
- Consistently met packaging goals for fruit shipment daily

Tift County High School, Tifton, GA 05/2006 – 07/2006
Summer School Worker

- Assisted lead teacher with classroom instruction
- Led 20 students in sessions on acting, singing, and dancing for production plays

Activities and Interests

Music: Advanced vocalist and guitarist performing at local events
Theatre: Drama instruction and performer for local productions

LIBERAL BUSINESS

214 Poplar Bluff Circle Norcross, Georgia, 30092 404-353-1234
LIBERALBUSINESS@bellsouth.net

Summary of Qualifications

Over 12 years experience in sales, marketing, buying, and business management. Business owner with reputation for working effectively with corporate clients, designers, and high net worth individuals. Known for using design and display talent to match client needs with unique and appropriate products, developing long-term relationships with customers, and revenue generating special events.

SALES AND SPECIAL EVENTS

- Developed substantial and profitable repeat business by delivering high quality and individualized service and products. Accurately assessed customer needs and identified unique and exclusive items to achieve creative design flow and relationship.
- Built and managed all aspects of business offering European imported accessories and decorative items, generating up to \$1 million a year in revenue.
- Gained loyal base of corporate clients by providing appropriate gifts and products for companies including Coca Cola, Neal Pope Ford, H.J. Russell and Company, Rowland Mountain, and Blackbook.
- Created atmosphere of hospitality that generated strong business partnerships.

PROBLEM SOLVING AND CUSTOMER SERVICE

- Served as advisor to clients in selecting high-end accessories and gifts that were both functional and personalized. Utilized eye for detail and ability to create flow and theme.
- Tracked down discontinued lamp to replace one broken by a designer's client. Shipped directly to designer resulting in continued customer loyalty.

BUYING AND NEGOTIATING

- Researched wide range of products to select original items with best combination of function, style, and value. Negotiated pricing and exclusivity with importers and wholesalers in New York and Atlanta, including Bradburn Gallery and Decorative Crafts.
- Generated cost savings and avoided financial loss by persistent follow up after unsatisfactory service and products from newly established import company.

Professional Experience

Owner/Manager	ANDREA'S CHINA CABINET, INC., Atlanta, Georgia	2002-2007
Manager	CHINA CABINET, LTD., Atlanta, Georgia	1995-2002

Education

Georgia State University , Atlanta, GA	1995
Bachelor of Science, Sociology	

NOREEN NONTRADITIONAL

2845 Happening Trace ■ Norcross, GA 30071 ■ 404-823-0121 ■ plogical@live.com

HUMAN RESOURCES PROFESSIONAL

Over 9 years of progressive experience in talent acquisition, benefits administration, and training. Demonstrated ability to build strong business alliances and produce quality results. Talented problem solver and troubleshooter skilled in research and analysis. Dedicated to delivering exemplary customer service.

HUMAN RESOURCES SKILLS

- | | | |
|---------------------------|--------------------------|---------------------------|
| ■ Talent Acquisition | ■ Performance Management | ■ Employment on-boarding |
| ■ Benefits Administration | ■ Employment Law | ■ Diversity and Inclusion |
| ■ Succession Planning | ■ Process Improvement | ■ Coaching and Mentoring |

PROFESSIONAL EXPERIENCE

Macy's Systems & Technology (MST) – Atlanta, GA

01/08 to 01/09

College Relations Recruiter

- Managed the daily operations of college relations program for the technical division of Macy's Systems and Technology.
- Administered contracts for colleges and universities for graduate recruitment opportunities, which increased schools selection by 20%.
- Created and implemented the development of the on-campus recruiting strategy that was adopted by the college relations department.
- Won "Time to Shine Award" in 2008 for ideas outside normal work duties that improved the effectiveness of the Human Resources department.
- Effectively decrease employee transfer processing time by developing a procedure that streamlined and organized HR paperwork. Additionally, led major revamp of HR filing system that improved record organization and restored full legal compliance.

Computer Sciences Corporation (CSC) – EL Segundo, CA

02/99 to 01/08

Recruiter

- Assisted with the creation of a succession planning process that was implemented across the enterprise.
- Trained over 13 managers on performance based interviewing.
- Identified and implemented talent acquisition processes that improved the recruiting process and reduced delays in the hiring procedure. Process was adopted within the company.

EDUCATION

GEORGIA STATE UNIVERSITY – ATLANTA, GA ■ Bachelor of Arts, Psychology ■ December 2009

TECHNICAL PROFICIENCY

Lotus Notes ■ Outlook ■ Taleo ■ PeopleSoft ■ TAIS ■ ADP ■ Report Smith ■ Microsoft Office

Sara Alum

1402 Lane, Peach, • GA 30082 • saraa@gmail.com • 770-366-1234 • www.linkedin.com/in/salum

INTERNATIONAL SALES MANAGEMENT, MARKETING & BUSINESS DEVELOPMENT

10 years experience in enterprise software sales, proficient use of applications and methodologies as an engaged, personable, and a highly adaptable producer with professional acumen and a consultative approach to cross-discipline collaboration throughout project and sales cycles. Adept to representing, promoting and effectively communicating value propositions for multiple products and services to drive results, deliver solutions and business opportunities to key decision makers within small and large companies; including sales engineers, product managers, instructors and accounting personnel – as new leads, engaged prospects and existing customers.

Core competencies include:

- ✓ Top-rated Domestic and International Sales of Business to Business Enterprise Solutions
- ✓ Territory Sales Experience, Lead Development and Cold Calling
- ✓ Customer Centric Needs Assessment, Account Management/Maintenance Client Relationship Cultivation, Negotiation, Satisfaction and Service
- ✓ Business Development, Strategic Partnership and Re-seller Program Optimization

Master of Education · Advanced Study in Counselor Education · Pennsylvania State University, State College, PA · May, 1997

Bachelor of Science · Sociology · Georgia State University, Atlanta, GA · May, 1994

ACCOMPLISHMENTS

- Account Management
 - Managed the sale of software and services to over 2500 accounts in North America alone
 - Organizational Development
 - Implemented recurring revenue model, effectively raised predictable cash flow by 100%, to \$200,000 monthly
 - Supplanted existing industry leaders within 9 months of start date
- Partner Development
 - Increased corporate exposure and brand awareness by effectively networking within core vertical markets and trade associations
 - Conferred agreements with manufacturer partners, certified consultants, resellers, distributors and rep firms, both domestically and abroad increasing exposure, product sales and service delivery by 20% annually for 5 years

PROFESSIONAL EXPERIENCE

D-TOOLS, INC., Atlanta, GA

2000 to Present

Director of Sales | Privately held market leader in electronic system design, documentation and proposal software

- Responsible for business to business sales into electronic systems contracting industry and related vertical markets
- Developed and implemented a successful renewing revenue model, earning up to \$200,000 monthly in predictable revenue
- Directly negotiated new and renewal contracts with key decision makers, a minimum of \$45,000 in new sales monthly
- Developed, fostered, earned revenue through relationship building with industry leaders and client decision makers

DATATEL, INC., San Francisco, CA

1999 to 2000

Sales Consultant | Privately held; 501-1000 employee, educational institution personnel matriculation software

- Demonstrated modularly packaged, multi-million dollar Colleague™ software systems to prospects and existing clients throughout hundreds of colleges and universities throughout the 50 United and Canada – traveled up to 70%
- Created and maintained presentation data for the effective demonstration of student personnel matriculation and tracking software, within 6 modular systems for recruitment, enrollment, financial aid, grading, graduation and alumni development
- Worked closely with company counterparts to routinely plan and present product demonstrations as an integral part of the sales process, participated in quarterly corporate sales meetings, earned each bonus allotted per learned module on schedule

TECHNICAL SKILLS

Proficient in Zoho CRM, Microsoft Office, Microsoft Visio, D-Tools System Integrator, GoToMeeting and able to quickly adapt to new software programs.

PROFESSIONAL AFFILIATIONS

- Chairman, Custom Electronic Design and Installation Association (CEDIA) 2009 to Present
- Vice-Chair, Management Conference, Annual Event, CEDIA 2007 to Present

Sally Science

123 Street Road, Decatur, GA 30033

404-123-5555

sscience1@student.gsu.edu

Educational background

Graduate certificate in Public Health (2009)

Master of Science in Molecular Genetics and Biochemistry (2008)

Bachelor of Science in Biochemistry (2005)

Georgia State University, Atlanta, GA

Georgia State University, Atlanta, GA

Lagos State University, Lagos, Nigeria

Laboratory Skills

- Microscopes
- Mass Spectrophotometer
- UV Visible Spectrophotometer
- Fast protein liquid Chromatography
- Ion Exchange Chromatography
- Cell culture
- Tissue culture
- Viral titrations
- Plaque assays

Related Experience

CVS Pharmacy, Decatur, GA

Pharmacy Technician

June 2008 - Present

- Receive and process 40+ prescriptions per shift
- Measure, count, price and label prescriptions
- Interact daily with patients, pharmacists, and healthcare professionals
- Work with patients and insurance companies to resolve third party claims

Georgia State University, Department of Molecular Basis of Diseases, Atlanta, GA

Graduate Research Assistant

Feb 2007 - Dec 2008

- Conducted research on ocular infection by human cytomegalovirus
- Carried out titer and plaque assays of several strains of Herpes simplex virus-1
- Presented papers on recent scientific research topics and techniques to peers
- Attended several seminars on biology and advancements in virology

Georgia State University, Department of Biology, Atlanta, GA

Teaching Assistant, Introductory Biology 1104

Jan 2007 - May 2007

- Delivered introductory lab lectures to approximately 30 students
- Assisted students with lab procedures and questions
- Managed lab slides and the proper use of equipment

Havana Specialist Hospital, Surulere, Lagos, Nigeria

Assistant Laboratory Scientist

Oct 2003 - Nov 2004

- Analyzed clinical laboratory specimens following standard procedures
- Collected, processed and analyzed biological samples
- Prepared blood for transfusions and matched blood types from blood donors to recipients
- Used computers for data management, inventory control, quality control and information transfer

Volunteer Experience

Georgia State University, Atlanta, GA

Member, Biology Graduate Student Association

Volunteer Science Tutor, The Boys and Girls Club of Atlanta

Sep 2008 - May 2009

Oct 2007 - May 2009

Technical Programmer

24 Summer Terrace LN NE, Atlanta, GA 30342

770-450-0503 ♦ tprogrammer@gmail.com

EDUCATION

Georgia State University, Atlanta, GA
Master of Science, Computer Science
GPA: 3.06/4.00

Expected graduation May 2010

Nirma University, Ahmedabad, India
Bachelor of Technology, Information Technology
GPA: 7.98/10.00

TECHNICAL SKILLS

Languages BASIC, Pascal, C, C++, C#, JAVA, Visual Basic 6.0, UNIX Shell Programming, DHTML, XML, XSL, JSP, ASP.Net, VB.Net, PHP.

Database Systems MS Access, Oracle 9i/10g(PL/SQL), MySQL, SQL Server 2000.

Web Technology HTML, DHML/XHTML, ASP, JSP, Servlet, Javascript, VBScript, .Net Framework, PHP, Crystal Reports, Xquery, XPATH, Java Beans, Web Ontology, Apache Tomcat Server.

Software MS Visual Interdev 6.0, FrontPage, Dreamweaver, Adobe Photoshop 7.0, Adobe Image Ready, Flash 5.0, Office XP/2007, Rational Rose, Microsoft Visio, Netbeans 5.0, Jcreator, WAMP(Windows Apache MySQL PHP), XML Spy, Protégé 3.0, Jflex, Jcup and Lex and Yacc.

RELATED EXPERIENCE

Georgia State University, Atlanta, GA

Jan 2008-Jan 2009

Graduate Research Assistant, Department of Computer Science

- Assisted Chair of Department of Computer Science in research on network security and sensor networks.

Anish InfoTech Pvt. Ltd., Ahmedabad, India

Jan 2007-May 2007

Programming Intern

- Built on .Net Framework and was a part of a web-based financial software for tax e-filing.
- Calculated the depreciation for the fixed assets managed by any client.
- Generated reports over any fiscal year.
- User interface was made better by use of AJAX and JavaScripts.

IBM and Gujarat InfoTech Ltd., Ahmedabad, India

July 2005-Dec 2005

Programming Associate Intern

- Built a web based application **Youth Event Management System** for Gujarat Kala Academic Department.
- Maintained information about various events carried out at district and state level.
- Programmed feature of secure log in for various hierarchy of user of system.

Jessica (Jessie) Janes

1362 Chalk Drive
Decatur, GA 30033

(404)555-5555
jj@gmail.com

Professional Profile

- ✓ 9 years of Spanish-language teaching experience
 - ✓ Spanish/English bilingual
 - ✓ Excel at problem-solving and critical thinking
 - ✓ Strong work ethic: detail-oriented, organized, and committed to performance outcomes
 - ✓ Team-oriented and a strong individual performer
 - ✓ Strong interpersonal skills resulting in positive results
-

Education

Georgia State University, Atlanta, GA May 2007
Master of Education, Spanish
Summa Cum Laude

Auburn University, Auburn, AL December 1998
Bachelor of Arts, International Trade-Spanish

- Sigma Delta Phi (Spanish Honor Society)
- Phi Eta Sigma (Freshman Honor Society)
- Study Abroad, Spanish Studies- 2 semesters at University of Barcelona, Spain

Experience

Professional Educator – Spanish Teacher

- Trapp Middle School, Ponder Sprung, GA August 2009 – Present
Foreign Language Department
- Oakdale High School, Stockbridge, GA July 2007 – June 2008
Modern Languages Department, Chair
- Wildwood High School, Forestville, GA July 2003 – June 2006
Foreign Language Department
- Mount Zeus High School, Janetsboro, GA September 2000 – June 2003
Foreign Language Department
- Auburn University, Auburn, AL January 1999 – December 1999
Department of Foreign Languages
- University of Alabama, Tuscaloosa, AL January 1997 – May 1997
Athletic Department

Spanish Translation Experience

- Church of Christ Albertville, Honduras (volunteer) March 2000
- McDonald's Charity House, Auburn, AL April 1999
- Deep Rock Manufacturing Company, Opelika, AL March 1998 – September 1998

- Auburn United Methodist Church, Venezuela (volunteer) June 1995
- Mexico 2006 – 2007 (volunteer)

Business Experience

- Mountain Bank, Tuscaloosa, AL Bank Teller February 1997 – December 1997

Intercultural Experience

- Immersion Language Training – Puebla, México and Salamanca, Spain
- Extensive intercultural experience: México, Costa Rica, Honduras, Venezuela, and Spain

Certification and Specialized Training

- Georgia Educator Certificate, Spanish 6-12 (#12345, active) Expires June 30, 2015
- Professional Educator Certificate (Alabama), Spanish 7-12 (#45678, inactive) Expired June 30, 2005
- Trained Medical Interpreter (Bridging the Gap) February 2009
- Microsoft Office – Word, Excel, PowerPoint (Griffin RESA) June 2009
- Classroom Management (Griffin RESA) June - July 2009

Skills

- Microsoft: Word, Excel, PowerPoint, QuickBooks, and Outlook
- Mac and PC proficient
- Office Skills: organization, time management, project management, follow-through, prioritizing, type 70 wpm
- Spanish (Fluent)

Recognition and Achievements

- Service Recognition, Oakdale High School June 2006
- Gold Award, Girl Scouts of the USA June 1993
- Cookie Sales Trophy, Girl Scouts of the USA July 1988

Community Service

- Atlanta Community Food Bank Monthly
- The Society (social service club) January 2010
- Appalachian Service Project Summers of 1989-1993
- Prison Ministry, Opelika United Methodist Church Yearly, every December
- Care Construction, Auburn United Methodist Church Summer 1992

Willing to Relocate

TINISHA TEACHER

300 Apt #3 Montreal Creek Circle, Clarkston, GA, 30021
(404) 555-2222 tteacher1@student.gsu.edu

OBJECTIVE

To obtain a professional teaching position in an elementary school

EDUCATION

Georgia State University, Atlanta, GA

Bachelor of Science, Early Childhood Education

Overall GPA: 3.79

President's List

May 2009

HONORS AND ENDORSEMENTS

National Honors Society member; Kappa Delta Pi member; Math endorsed

RELATED EXPERIENCE

STUDENT TEACHER – 2nd Grade

01/09 – 04/09

Minor Elementary School, Lilburn, GA

- Practicum offered full-time in all curriculum areas including two weeks of role reversal
- Adopted lessons for a gifted classroom setting
- Attended and participated in parent-teacher conferences
- Utilized smart boards and multimedia projectors to teach lessons

STUDENT INTERN – 5th Grade

08/08 – 11/08

Cary Reynolds Elementary School, Doraville, GA

- Practicum offered an opening school experience
- Collaboratively planned, taught, and assessed a two week integrated unit on the Civil War
- Evaluated students' progress using variety of assessment techniques including portfolio assessment, checklists, and rubrics

STUDENT INTERN – 1st and 3rd Grade

01/08 – 04/08

Cary Reynolds Elementary School, Doraville, GA

- Developed and taught guided reading lessons for a group of 10 students
- Created an inquiry based learning center on plants that provided for individual interests by incorporating art, science, and language arts activities
- Posed worthwhile mathematical tasks by orchestrating discourse and using tools such as unifix cubes in teaching addition and subtraction problems

STUDENT INTERN – Pre-k and Kindergarten

08/07 – 11/07

Cary Reynolds Elementary School, Doraville, GA

- Created traveling bag of books for students with appropriate activities and props
- Created a literacy learning center where students can practice phonics skills
- Utilized classroom management strategies to establish structure and discipline

STUDENT INTERN – 3rd Grade

01/07 – 06/07

Rockbridge Elementary School, Norcross, GA

- Motivated and engaged students through learning games, group activities, and hands-on learning
- Successfully demonstrated implementation of transitions and routines

TRACY EDUCATION

30 Teach Me The Way, Atlanta, GA 30312
Phone: 313-125-4567 Email: teducation@gmail.com

OBJECTIVE:

To obtain a position with McNair Elementary as a school counselor using experience in leadership programming and diversity issues to assist students with their career endeavors.

EDUCATION:

Georgia State University, Atlanta, GA May 2010
Master of Science, School Counseling

Relevant Coursework

Coaching for Leadership, Career Theory, Professional Issues & Decisions, Consultation, Stress Management, Crisis Management, Psychological Change Strategies, Group Counseling Systems, Social Cultural Issues, Methods of Research in Education

Howard University, Washington, DC May 2007
Bachelor of Science: Psychology Minor: Biology
Honors: Ronald E. McNair Scholar 2006

COUNSELING EXPERIENCE:

Oglethorpe University, Career Services, Atlanta, GA August 2009-May 2010
Career Counselor Intern

- Provided vocational counseling to students related to career development issues and administer and interpret career assessments (MBTI & Strong Interest Inventory)
- Instructor of two career development courses, Senior Transitions and Sophomore Choices
- Created and implemented the Branding the Oglethorpe Leadership Dialogue (B.O.L.D), a 3 week workshop designed for students interested in enhancing their leadership potential
- Organized several professional development workshops including “How to Talk to Anyone about Anything”
- Maintained relationships with agency recruiters and other officials to encourage recruitment and hiring process for students

PRESENTATIONS/CONFERENCES:

Coordinator, Georgia State University 42nd & 43rd Annual Leadership Conclave. Atlanta, GA 2008 & 2009
Presenter, Georgia Association of Special Programs Personnel (GASPP), Inc. Atlanta, GA 2009
Group Research Presenter, The University of Maryland Baltimore County National Ronald E. McNair Scholars Conference. Baltimore, MD 2007
Presenter, The Howard University Symposium in Psychology, Presentation: A Celebration of Howard University’s Ph.D. Program in Psychology 1968-2005, Washington, DC 2006

CERTIFICATIONS AND SPECIALIZED SKILLS:

Administer and interpret career assessments (MBTI & Strong Interest Inventory) 2009-present
QPR (Question, Persuade, Refer) Suicide Assessment Certification 2008
Collaborative Institutional Training Initiative (CITI) Certification 2007
Literate in NVivo Qualitative Data Analysis
Literate in SPSS Analytic Software
Proficient in Microsoft Office Suite

AFFILIATIONS/MEMBERSHIPS:

American Counseling Association 2009-present

COMMUNITY SERVICE:

Odyssey Counseling Center, Atlanta, GA 2008
Dinner Program for Homeless Women, Washington, DC 2007

Kaia Olson

450 16th St NW #3015A
Atlanta, GA 30363

(952)607-8364
ksports3@student.gsu.edu

PROFILE

Sports Administration graduate student with growing experience and desire to move into event management and sports marketing industry. Achievements include organizing events related to basketball and volleyball at the professional and high school levels, developing and creating sport training programs, and planning and implementing promotions and sponsorship activities.

Skills: Interpersonal skills include self-motivating, reliable, hard working, and organized; technical proficiency includes MS Word, Excel, PowerPoint, and project management.

EDUCATION

Georgia State University, Atlanta, GA
Master of Science-Sports Administration

Expected graduation 2012

University of Minnesota, Minneapolis, MN
Bachelor of Science-Kinesiology
GPA 3.00

Graduated 2008

RELATED INTERNSHIPS

WNBA Minnesota Lynx Intern, Minneapolis, MN
Game Presentation Intern

5/08-9/08

- Assisted and coordinated pre-game, game and post-game activities and contests
- Planned and implemented game-day and NBA league-mandated promotions

Acceleration Minnesota Intern, Eden Prairie, MN
Trainer Intern

2/08-9/08

- Worked with athletes to improve speed, strength, and agility
- Monitored athlete's progress within the program

WORK EXPERIENCE

Disability Determination Services, St Paul, MN
Disability Specialist

5/09-01/11

- Determined a claimant's disability under the Social Security Act based on severity of medical condition, impact on functional ability, and vocational factors
- Rendered a formal disability decision, including preparation of all necessary formal rationales and personalized denial notices for all denials of benefits

Minnesota Department of Public Safety, St Paul, MN
Customer Service Specialist Senior

6/07-5/09

- Assisted individuals with motor vehicle registration and renewal, driver's license revocations and reinstatements, and driver's education and examinations
- Worked with courts, law enforcement, citizens, young drivers, parents, and other individuals on driving and motor vehicle related issues

Judy Justice

123 Ponce De Leon Avenue
Atlanta, GA 30306

(678) 683-123
jjjustice1@student.gsu.edu

OBJECTIVE

To obtain a Corrections Counselor Internship to further develop leadership, organization, communication and counseling skills.

SUMMARY OF QUALIFICATIONS

- ✓ **Flexible and versatile:** Comfortable working in a counselor setting with clients in crisis. Able to maintain a good attitude and positive outlook as well as help clients create and maintain a good attitude.
 - ✓ **Case Management:** Two years experience with clients of residential drug dependence program; able to maintain all aspects of client treatment plans and take detailed notes to meet agency guidelines.
 - ✓ **Group Counseling:** Efficiently trained to lead and co-lead groups of five to twenty-five people. Experienced in teaching Family Recovery program.
-

CERTIFICATIONS

CERTIFIED ADDICTIONS COUNSELOR LEVEL 1 (CAC1)

Certified through Georgia Addictions Counselor Association (GACA), 2007-2009

EDUCATION

GEORGIA STATE UNIVERSITY -- Atlanta, GA

Bachelor of Science, Criminal Justice

Expected graduation May 2011

GAINESVILLE STATE COLLEGE -- Oakwood, GA

Associate's Degree in Social Work

GPA: 3.65/3.73

2009

WORK HISTORY

FORSYTH COUNTRY FAMILY HAVEN, Cumming, GA

Night Advocate at Violence Shelter

2008-Present

ABBA HOUSE, Cumming, Georgia

Volunteer Coordinator, Event and Fundraising Coordinator and Family Group Teacher

2007-2009

COMMUNITY INVOLVEMENT

Atlanta Union Mission My Sister's House, Atlanta, GA

Assisting Shelter Social Worker

2009 - Present

ADDITIONAL SKILLS

Event planning, fundraising, MS Office Suite 2007, time management and customer relations.

Nancy Nurse

2222 Riverset Court
Decatur, GA 30034

708-670-7110
nnurse@student.gsu.edu

EDUCATION

Georgia State University, Atlanta, GA
Bachelor of Science, Nursing

Expected graduation May 2013

Prairie State College, Chicago Heights, IL
CNA Certification/CPR Certification

August 2007- May 2009

- Provided social support and companionship to residents
- Measured vital signs: temperature, pulse, blood pressure, respiration on 10-15 residents
- Assisted with admission, transfer and discharge of residents by transporting, lifting and positioning residents while following standard precautions and OSHA guidelines
- Displayed team player attitude towards staff members and classmates to ensure call lights were answered in timely manner

HEALTHCARE EXPERIENCE

Glenshire Nursing and Rehabilitation Facility, Richton Park, IL
Certified Nursing Assistant

May 2009-July 2009

- Prioritized the specific needs of 30-50 residents, while maintaining a safe, secure, comfortable environment for every resident. Cooperated with other staff members to ensure maximum resident care and completeness of assignments
- Supported nursing staff in a calm and efficient manner during acute emergency situations
- Measured vital signs, monitored liquid input/output, colostomy care, incontinence care
- Assisted tracheostomy/ventilator dependent residents with range of motion activities, repositioning, transporting and lifting

Rushia Bruchette, Richton Park, IL
Private Duty Aide

April 2007-April 2009

- Contributed towards the development of the resident's plan of care
- Performed light housekeeping duties
- Transported resident to weekly dialysis appointments
- Obtained and recorded vital signs and blood sugar

ADDITIONAL WORK EXPERIENCE

Ikon Document Services, Chicago, IL
Billing Manager/Accounts Payable/Document Specialist

May 1994-April 2005

- Maintained exceptional problem solving skills to provide accurate invoicing/daily revenue records
- Improved department compliance by implementing tracking log for services shipped and received
- Quality controlled and photocopied multi-document court filings for national clients and high profile court proceedings

Social Patty

662 Bossier Drive
Alpharetta, GA 30022

678-123-1234
socialpatty@comcast.net

OBJECTIVE

To obtain a field placement in a social welfare setting that will allow me to develop my skills as a social worker.

EDUCATION

Georgia State University, Atlanta, GA

Expected graduation May 2011

Bachelor of Science, Social Work

Institutional GPA: 4.00

Hope Scholarship Recipient

Relevant Courses: Community Resources & Case Management, Communication Skills for Social Workers, Human Behavior & the Social Environment, and Communication/Cultural Diversity

SUMMARY OF SKILLS

Generalist Approach to Social Work

- Knowledge of the essential interviewing and recording skills required to interact with diverse populations and empower clients to reach the goal of self determination
- Ability to locate and retain community resources during the course of case management
- Understanding of the interaction between human behavior and social environment in the context of social services and the populations served
- Understanding of the importance of cultural diversity awareness as populations interact with the social welfare setting

Customer Service

- Ability to resolve customer issues and attain customer satisfaction
- Strong organizational skills used to maintain orderly customer files
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Publisher, and PowerPoint)

EMPLOYMENT HISTORY

Administrative Assistant

Feb 2005 – Aug 2007

Georgia Association of Chiefs of Police, Duluth, GA

Customer Service Representative

Aug 1986 – Nov 1991

Siemens Energy & Automation, Canton, GA and Birmingham, AL

COMMUNITY INVOLVEMENT

Legal Advocate

Mar 2009 – Present

Partnership Against Domestic Violence, Atlanta, GA

Attendance Office

Aug 1998 – June 2004

Milton High School, Alpharetta, GA

Franklin Smith
123 Wisteria Lane
Atlanta, GA 30318
(404) 543-7829
smith@mindspring.com

OBJECTIVE: To obtain an entry-level position in Marketing with emphasis in administration.

EDUCATION

Georgia State University, Robinson College of Business, Atlanta, GA

Bachelor of Business Administration, Marketing, May 2011

Overall GPA: 3.5/4.0

- RCB Honors Program
- Hope Scholarship

Relevant Courses: Advertising Campaigns, Buyer Behavior, International Marketing, Marketing Research, Product Manage and Retailing

STUDENT ORGANIZATIONS

President, American Marketing Association Student Chapter

- Increased student membership by more than 50%
- Created Advanced Marketing Boot Camp for student members which included several alumni

EXPERIENCE

ADT Security - Atlanta, GA

June 2009 – present

Business-to-Business Outside Sales Representative

Conduct sales activities for a leading security system company. Generated an average of 50 weekly leads through marketing and cold-calling.

- Rated top Sales Person of the Month for exceeding sales target by 28%.
- Created marketing and promotional direct-mail material that was adopted by rest of sales team and successfully generated new sales for the company.
- Trained seven new sales team members.

The Gap – Atlanta, GA

June 2006 – May 2009

Sales Associate

Sold men's and women's casual apparel to diverse customer base; maintained floor displays and back-office inventory.

- Met or exceeded monthly sales targets on average 11 months out of every year.
- Won "Team Selling Skills" award two years in a row.
- Mentored five new sales associates.

SKILLS

- Proficient in MS Office
- Spanish (conversational)

Jeanie D. Waters

3267 Drummond Drive
Atlanta, GA 30305
(404) 821-9547
joedwaters@gmail.com

EDUCATION

Georgia State University, Robinson College of Business, Atlanta, GA

Bachelor of Business Administration, Accounting May 2008

Overall GPA: 3.0/4.0

Major GPA: 3.3/4.0

- Student Member, American Marketing Association

EXPERIENCE

Jenny Pruitt Realty

October 2004 – Present

Real Estate Consultant – Atlanta, GA

- Knowledge of real estate research tools/databases: MLS, property records, contract management
- Trained in real estate valuation, marketing, and customer service excellence
- Work with a team of over 100 real estate agents in one of the fastest growing counties in the US

Make-A-Wish Foundation

June 1999 – September 2004

Office Administrator – Marietta, GA

- Managed annual office budget of \$350,000
- Participated in planning and executing five outreach events per year
- Reviewed and processed up to 100 incoming grant applications per month
- Edited local web site content and marketing brochures
- Supervised three full-time staff, including receptionist, office clerk and volunteer coordinator

Shepherd's View Hospice

September 1993 – May 1999

Records Administration Assistant – Duluth, GA

- Maintained patient filing system for 150-bed hospice
- Scheduled volunteer – patient visits and updated volunteer database
- Staffed reception area and answered phones

SKILLS

- State of Georgia – Real Estate License – 2004
- Certified Make-A-Wish Foundation volunteer trainer
- Excellent customer service skills
- Strong attention to detail

REFERENCES

Available upon request.

JAMES N. DEGREE
2255 Circle Court
Atlanta, GA 30366
404-555-8000 • jdegree1@student.gsu.edu

PROFILE

Marketing and Business Development Manager with over fifteen years experience in sales, new business development, business planning and event management.

- **Strategic Marketing:** Successfully increased sales and developed new business opportunities through business modeling analysis of return on capital
- **Business Development Management:** Proven client relationship development and sales experience that has resulted in revenue and market share growth
- **Business Planning Management:** Significant experience that focuses on financial analysis of profitability, acquisition targets, and capital requirement

EDUCATION

Georgia State University, Robinson College of Business, Atlanta, GA May, 2012
Executive MBA
Member, Graduate Business Association

Florida International University, Miami, FL October, 2007
Master of Business Administration
Worked full time while attending school full-time

University of Miami, Miami, FL May, 2005
Bachelor of Business Administration, International Finance and Marketing

EXPERIENCE

DHL WORLDWIDE EXPRESS Plantation, FL *Regional*
Manager Strategy and Business Modeling 2007 - Present

Support the DHL Strategy and Planning Division's five-year strategic plan for Latin America long term P&L growth, with market and competitive studies and price, cost and volume analysis for existing and new services.

- Implemented a five year plan by developing and carrying out projects that resulted in over \$1 million profit for the fiscal year
- Led the acquisition of El Salvador agent, forecasting revenue streams and improving margins by 12%
- Performed quantities analysis of planned new business and reported findings and recommendations directly to senior management resulting in implementation of requested actions

LUCENT TECHNOLOGIES Miramar, FL
Marketing Manager, Business Modeling 2004 - 2006

Led the creation and implementation of customer business modeling discipline across the Latin America region, delivering strategic and economic analysis to major customers, hiring and training staff and engaging sales and business development teams.

- Delivered a case for wireless expansion to the Instituto Costarricense de Electricidad (ICE) in Costa Rica, which resulted in a signed contract valued \$23 million
- Developed a comprehensive strategic analysis to for a key Verizon property in Mexico to justify the migration of its network, resulting in a long-term sales agreement valued at over \$10 million
- Recommended a strategy to BrasilTelecom, to enter into the enterprise market, resulting in the sales of Lucent Unified Messaging solutions of over \$5 million

- Created a sales and marketing package for Lucent High Speed Data mobile strategy and communicated to leadership teams across the region, resulting in a power go-to-market tool
- Analyzed the market opportunity and return on capital to migrate Wireless Networks from 2G to 3G for the major operators in Brazil, resulting in significantly greater positioning of Lucent in the South American marketplace

Financial Analyst

2001-2004

Oversaw the consolidation of financial statements and analysis of Brazil monthly operations, process improvement and identification of financial exposure

- Conducted specific internal audit reviews of inventory process avoiding \$23 million in financial exposure
- Acted as liaison between Brazil manager and headquarter managers, resolving problems and meeting objectives effectively

COPERE

São Paulo, Brazil

Partner

1998-2001

Organized and promoted national and international cultural and business events for a small start-up company with \$2 million in annual revenue. Planned and executed the Brazil-China business summit hosting 25 heads of states

- Organized and hosted the Soviet 90 and the Russian Ballet, Nestlé Blues Festival, Brastemp China Festival, the Chinese Ballet, and Peking Opera, for most major cities in Brazil
- Negotiated agreements with venues and contractors resulting in 10% reduction in fees

HEWLETT-PACKARD

Alphaville, Brazil

Coordinator

1996-1998

Coordinated all internal communications for a 150 employee sales department

- Developed and implemented a new system to identify and allocate long-distances phone calls to individual users, resulting in better control and savings
- Oversaw a team of three individuals responsible for data and voice communication

OTHER

Fluent in English, Portuguese, Spanish and French

Member, Net Impact of Atlanta

The CV

The CV (or Curriculum Vitae – and some people say “curriculum vita”) is what the Latin says: your life “story.” The CV is typically used by researchers in industry and almost always used by college academics (professors, lecturers, part-time teachers). The CV is also commonly used by administrators on college/university campuses, especially if they have an advanced degree. Many people have both, a CV and a résumé. The logic is that the CV can be very long and will document all of one’s professional preparation while a résumé is one or two pages only and summarizes one’s preparation. Both are good to have if one ever plans to apply to academic or research settings.

From outside the United States?

Many students from outside of the United States think of the curriculum vitae as the résumé but these are two different documents. In addition to thinking of a different document, many times the content is more personal on such documents, which in the US may not be appropriate given US hiring and labor laws. For the purposes of this discussion, only the US-style CV will be discussed. (NOTE: UCS has examples of CVs to be used all around the world; just come in to see them!)

What goes on a CV?

Just about everything one has done to prepare themselves for the position to which they are applying. And, over the years, the CV truly is a record on one’s academic or campus effort. Start with the undergraduate degree – not high school.

My discipline and the rest of the world

It is a very wise idea to ask your advisor for a copy of her/his CV. In addition to your advisor, ask a recently hired faculty member for a copy. These examples should give you a clear idea of what your discipline “expects” for a CV. You will notice differences – that’s because there are no formally established rules as to how the CV should be written. There are basic ideas, however; read on!

CV or Résumé?

Do you really need to write a CV? Below are just some examples designed to help you decide. Almost always, the job announcement (or grant announcement, etc.) will state what is required. Important: If the announcement says résumé, then submit a résumé! If it says curriculum vitae (or vita), then a CV!

If you don’t *need* to write the CV, save time and work on your résumé!

If you know you will eventually need to have a CV, then start the CV now. Your résumé will always be a summary of your updated CV, and handy to have.

CV	Situation	Résumé
	Undergraduate student applying for an entry-level career position in a corporation or non-profit.	X
	Education student applying for a teaching job.	X
	Undergrad applying for an internship.	X
	Masters level student seeking a teaching job in the public schools.	X
	Undergrad applying for a government internship.	X
X	Graduate student applying for a government internship.	X
	Chemistry student (undergrad) with some lab research experience and one presentation, seeking a new job in a lab.	X
X	Chemistry student (graduate) with lab research and presentation experience, seeking a new job in a lab.	
X	PhD student seeking a teaching position.	
	Masters student applying to get into a graduate program – non-research	X
X	Masters student applying to get into a graduate program – research	
X	Graduate student applying for a GRA position on campus.	X
X	Grad student applying for a research grant.	
X	Just completed doctoral degree – applying for a research position with Dow Chemicals.	X

Remember – having a résumé handy is always a good idea, even if you need to write a CV.

Dates

Make them easy to understand and find as your CV will be read quickly by reviewers. An easy solution is to left justify the dates, and run them from most recent to oldest. Text on the CV is then consistently indented so that the dates are in a “column” on the left side.

Having the dates on the same line as a position title (like on a résumé) is fine, as long as the elements are justified (remember – readable and easy to find).

Many employers want to know the month of employment – as the year is 12 months long! The reason for this is because many positions require a specific number of years of experience, and months count! For example, suppose one is applying for a position that requires two years of experience. If one job had 6 months of experience documented and the other had 18 months, then one would have 24 months – two years! If one had only listed the years, then an employer would not know exactly how much experience one had because the dates are vague. The format for dates needs to be consistent; here are some good options:

9/08 – 5/10
09/08 – 05/10
September 2008 – May 2010

Some people insist the chronology runs from earliest to most recent (opposite to what is suggested above). This is a personal decision but UCS recommends the former method (most recent to oldest).

Regardless of method, use the same chronology format for all sections for consistency.

Common Headers for the Academic and Non-Academic Curriculum Vitae Styles

The headers below are in “order,” but the order may change based on the type of position for which one is applying and personal taste. For example, if one were applying for a non-teaching academic research position, then the “Teaching” header may drop below all the research headers, since one wants readers to see the research experience.

EXERCISE:

Use the headers below, listing one header per half page (or per page if you’ve a lot to add). Then list the formal activities you have done under each header. Never repeat an activity under multiple headers. For entries that require a citation, use the method of your discipline (e.g., APA, MLS, etc.). Once you have this “worksheet,” begin to format your CV by editing space and items.

Academic Curriculum Vitae Headers

Personal Information – just contact information – not date of birth, relationship status, citizenship, etc.

Current Position (if appropriate)

Education (alternative header: Academic Preparation)

TIP: Be sure to list advisor and dissertation/thesis title

Add all institutions and degrees after high school

Licenses and Certifications (if appropriate for position, or list later)

Teaching Experience and Interests (latter phrase only if appropriate)

Scholarly Activities and Research

Dissertation/Thesis

Research Interests (don’t make a huge list – this is the “research program”)

Publications (journal articles, book chapters, etc.)

Creative Work (this is appropriate for English/writing type degrees)
Works Submitted for Publication
Works in Progress
Editorial and Publication Review
Presentations – list refereed conference presentations first in a sub-section, then invited, then campus
Awards, Honors, Fellowships, Grants
Committee Membership and Leadership Activities
Dissertation/Thesis Committees
Personnel Search Committee Service
Community Service
Professional Affiliations
Languages – include classical and “dead” languages and modern, with fluency level
Other Professional Experience
Licenses and Certifications (professional licenses – not drivers! And, if not listed earlier)
University [and Professional] Service (includes department, campus, professional association positions)
References (do on a separate page)

Non-Academic Curriculum Vitae Headers

The non-academic CV is nearly identical, but the order changes a bit to focus on administrative and leadership success and skills.

Personal Information
Current Position (if appropriate)
Academic Preparation
Licenses, Certification, and Credentials
Professional Experience
Specialized Training/Experience
Invited Presentations
Presentations – list refereed conference presentations first in a sub-section, then invited, then campus
Outreach Experience
Consultation Projects
Research Activities
Dissertation/Thesis Topic
Publications
Manuscripts in Preparation for Submission
In-House Publications
Editorial and Publication Review
Teaching Experience
Academic, Professional, and Grant Awards
Grants and Fellowships
Recognition of Academic and Professional Achievement
Committee Membership and Leadership Activities
Dissertation/Thesis Committees
Personnel Search Committee Service
Community Service
Professional Organization Membership
Other Relevant Information (languages, etc.)
References (separate page)

Vita

Jane E. Smith

Department of Psychology
Social Science 112
State University of Anywhere
Anywhere, NY 22222

(518)555-3792 (office)
(518)555-9642 (home)
name@anywhere.edu

Education

State University of Anywhere
Ph.D., Social/Personality Psychology, 2002 (expected)

University of Heatherton
B.J., Psychology, Honors, 1995 (Summa Cum Laude)
Thesis title: "Effects of Media-Endorsed, Thin-Ideal Body Image on
Women's Self-Esteem"

Teaching Experience

State University of Anywhere
Instructor, Statistical Methods in Psychology, Fall 2000.
Instructor, Discussion Section for Introductory Psychology, Spring 1999
In fulfillment of requirements for Practicum in College Teaching
Graduate Assistant, Seminar in Sexual and Physical Abuse, Academic Year 1998-1999.
Graduate Assistant, Seminar in Sexual and Physical Abuse, Academic Year 1997-1998.
Graduate Assistant, Human Sexuality, Academic Year 1997-1998.
Guest Lecturer, Social Psychology, March 4, 1998.

University of Heatherton, Department of Psychology
Teaching Assistant, Experimental Psychology, Spring 1997.
Teaching Assistant, Introduction to Research Methods, Fall 1996.
Lab Instructor, Introduction to Research Methods, Fall 1996.

University of Heatherton, Department of Counseling and Personal Development
Peer Facilitator, Health Education Office, Spring 1993 – Fall 1994.
Psychology Intern, Health Education Office, Fall 1993.

Research Experience

State University of Anywhere

Research Assistant to Harry Baston, 1997-2000.

Focus on social comparison, framing effects in health promotion messages, and the role of conversational norms in perceived prevalence of behaviors.

Research Assistant to Carol Wassersmith, 1997-1999.

Focus on token refusal of sex, token refusal of food, “token seduction” in sexual relationships, and the role of self-perceived attractiveness in self-protection against acquaintance rape.

University of Heatherton

Research Assistant to John Lowell, 1995-1997.

Focus on the role of self-serving illusions in the maintenance of body esteem.

Research Interests

The main theme driving my research interests is the process of social comparison and how this process affects individuals’ attitudes and behaviors. I am interested in situational influences, as well as individual differences, that may affect social comparison processes. I have a strong interest in media images and messages as sources of comparison information. I also have a line of research examining how social comparison forces affect individuals’ self-image and, as a result, their achievement motivated performance.

Professional Publications

Baston, H., Smith, J. E., & VandenEijnden, R. J. J. M. (in press). The effectiveness of social image appeals as a function of perceived behavioral norms and message framing: An introduction to Deviance-Regulation Theory. Personality and Social Psychology Bulletin.

Lowell, J. L., Matacin, M. L., & Smith, J. E. (in press). Body-esteem: An exception to self-enhancing illusions? Journal of Applied Social Psychology.

Manuscripts in Preparation

Smith, J. E. A deviance regulation theory of health intentions.

Conference Presentations

Smith, J. E., & Baston, H. (2001, February). A conversational norms analysis of the effects of message framing on normative beliefs. Poster to be presented at the meeting of the Society for Personality and Social Psychology, San Antonio.

Smith, J. E., & Baston, H. (2000, June). The effects of normative assumptions and message frames on condom use intentions. Poster presented at the meeting of the American Psychological Society, Miami.

Smith, J. E., & Baston, H. (1999, April). The effectiveness of social image appeals as a function of perceived behavioral distinctiveness and message framing.

Poster presented at the meeting of the Eastern Psychological Association, Providence.

Lowell, J. L., Matacin, M. L., & Smith, J. E. (1997, May). Maintaining body esteem by modifying perceived importance of one's physical characteristics. Poster presented at the meeting of the American Psychological Society, Washington, DC.

Smith, J. E. (1997, April). Mate preferences among adults: Theories and comparisons. Paper presented at 1997 Psi Chi Student Conference, University of Heatherton, West Heatherton.

Smith, J. E. (1996, April). Effects of media-endorsed, thin-ideal body images on women's self-esteem. Paper presented at 1996 Psi Chi Student Conference, University of Heatherton, West Heatherton.

Smith, J.E., & Protulis, E. S. (1995, April). The effects of gender and sexual orientation on desired partner preferences. Paper presented at 1995 Psi Chi Student Conference, University of Heatherton, West Heatherton.

Brown Bags, Colloquia, and Other Informal Talks

Smith, J. E. (1999, Spring). Development of a theory explaining the detriments of social comparison on achievement. Talk presented for Topics in Social/Personality Psychology, State University of Anywhere.

Ivanova, M., Pawluk, J., & Smith, J. E. (1999, Winter). Tips and strategies for getting into and surviving graduate school: What to do if at first you don't succeed. Panel discussion presented for The College of Saint Peter Psi Chi and Psychology Club, Anywhere, NY.

Smith, J. E. (1998, Fall). Impact of media portrayals of women on women's self- and body-esteem. Colloquium presented for Psychology Subject Pool, State University of Anywhere.

Baston, H., Dodge, T., & Smith, J. E. (1998, Fall). Behavioral distinctiveness and the information value of social images. Talk presented for Topics in Social/Personality Psychology, State University of Anywhere.

Lowell, J. L., & Smith, J. E. (1997, Fall). Body-esteem and self-serving illusions. Talk presented for Topics in Social/Personality Psychology, State University of Anywhere.

Other Publications

Smith, J. E. (1996). Effects of media-endorsed, thin-ideal body images on women's self-esteem. Modern Psychological Studies, 4(2), 67-72.

Smith, J. E. (1992). Plastic people: The American desire to be perfect. Explorations: A Magazine of Freshman Writing. West Heatherton: University of Heatherton.

Professional Affiliations

American Psychological Association, Student Affiliate
American Psychological Society, Student Affiliate
Society for Personality and Social Psychology, Student Affiliate

Other Activities

Student Representative, University of Heatherton Psychology Departmental Review Board, Winter 1997
Student Representative, University of Heatherton AIDS Task Force, Spring 1994
Tutor, Weaver High School, Heatherton, Connecticut, Spring 1992

Fred Flint
Curriculum Vitae

Office Address:

Department of Chemistry
PO Box 382
Georgia State University
Atlanta, GA 30302-382

Phone: (404) 413-1234

FAX: (404) 413-2345

Email: freff@gsu.edu

Home Address:

Boulder Way SE
Atlanta, GA 30302

Home: (404) 123-4567

Cell: (404) 987-6543

Email: fredflint@gmail.com

Current Position

Research Assistant Department of Chemistry, Georgia State University
Supervisor: Dr. Chemy Kell

Academic Preparation

Ph.D. 2011 (expected) Chemistry
Georgia State University
Advisor: Dr. Bunson Burner
Dissertation title: The reverse osmosis of compound X
Advanced to Candidacy: April 15, 2010

M.S. 1997 San Jose State University, California
Advisor: Dr. Phylo Synthesis
Major: Biochemistry
B.A. 1993 University of California, Santa Cruz, California
Advisor: Dr. Quan Tim
Majors: Chemistry and Physics

Certifications

05/10 OSHA Certification for Laboratory Safety
Georgia State University

09/09 Chemical Handling Safety Certification
National Institute of Science

Research Experience

08/07–Present Research Assistant
Complex Compound Synthesis Lab (Dr. Chemy Kell)
Georgia State University

- Compound preparation
- Culture nurturance
- Compound sequence splicing
- Radiotron analysis
- Scanytron and spectatoron analysis
- Data analysis

08/95 – 05/97 Lab Technician
Plant Generator Lab (Dr. Phylo Synthesis)
San Jose State University

- Plant cultivation and care
- Leaf pasting

Publications

Published:

Synthesis, P. & Flint, F. (1999). Plants and their medical use. Natural, 123 (345), 12-67.

In press:

Flint, F., & Kell, C. Possible sources of Compound X. Extraordinary Sciences, 2 (2), 2-5.

Teaching Experience

01/10 – 05-10 Exam Reader: Chemistry Problems for a Modern World
Georgia State University

08/09 – 05-10 Chemistry 101(2 semesters, 2 sections each)
Georgia State University

08/08 – 05/09 Freshman Connections: Introduction to the Sciences (2 semesters, 1 section each)
Georgia State University

Conference Presentations

- May 2009 “How Compound X influences Compounds Y and Z”
3rd Interstellar Space Scientist Association Meeting
Galaxy, New Mexico
- May 2008 “Links to others worlds: Chemistry and the final frontier”
2nd Interstellar Space Scientist Association Meeting
New Frontier, Nevada
- March 2006 “Plant life in the desert”
103rd International Symposium of Plant Life
London, England

Professional Affiliations

Society for Chemical Scientists
Intergalactic Association of Thinking Students

Campus and Community Service

- 04/10 Graduate Student Representative, Search Committee Member –
Department of Chemistry
- 09/06 - 05/07 Graduate Student Council Representative
- 08/2007-Present Habitat for Humanity - volunteer

Other Relevant Information

- Languages: German and Spanish (beginning levels)
- Computing Skills: Windows and Macintosh systems
Microsoft Office Suite
SPSS, MAPLE
C++, XHTML, Website development
- Travel: Lived abroad for 10 years
Extensive international travel
Extensive intercultural experience
- Interests: Hiking, backpacking, gardening, cooking, travel

Joe Friday

2500 Rolling Road
Baltimore, MD 21228
Home: (410) 555-1212 Office: (410) 844-1212

Job Title and Vacancy Announcement Number: TTC -XX- Law Enforcement Officer

(You will be prompted for a social security account number (SSAN).

Veteran's Preference: N/A

Federal Civilian Status: N/A

Country of Citizenship: U.S.A.

CERTIFICATIONS: Firefighter II, National Professional Qualifications Board

EDUCATION:

University of Maryland — Baltimore County, Baltimore, MD 21228

Degree: B.S. Degree, *magna cum laude*, May 1994

Academic: GPA: 3.85/4.0

Major: Emergency Health Services — Paramedic Track

Academic Honors: Fall 1992, Spring 1993, and Fall 1993

Honor Society Membership: Phi Kappa Phi

Calvert Hall College High School, Baltimore, MD 21286

College preparatory curriculum, received diploma, June 1989

TRAINING**Introduction to Criminal Justice**

Essex Community College, Baltimore, MD, 21229, January — May 1995

COMPUTER SKILLS: Macintosh and PCS, Microsoft Windows, Microsoft Works, WordPerfect

EMPLOYMENT HISTORY:**Nordstrom**

10400 Mill Run Circle, Owings Mills, MD 21117

From: 11/95 — To: Present

Salary: \$8.00/hour

Hours: 20-30/week

Supervisor: Christopher Troutman
Telephone: (410) 555-1212
Present employer may be contacted.
Position: Loss Prevention Specialist

Educate associates regarding external losses of merchandise. Ensure compliance with security procedures. Prevent external loss by using surveillance techniques, undercover operations, and physical deterrents. Provide a safe environment for both employees and customers. Control internal loss by monitoring physical inventory and financial transactions.

Volunteer Experience:

Stevenson Volunteer Fire and Ambulance Company, 6/92 — 4/95
Stevenson, MD 21230, 15 — 20 hours per week
Supervisor: Roger E. Waters, Telephone (410) 555-8989

Volunteer Firefighter — Active volunteer in community, with the duty of providing quality medical care to the sick and injured, and preservation of life and property.

(Note: Don't forget to address the KSAs in Vacancy Announcement!)

From: www.sec.gov/jobs_samplers.shtml#Résumé